



DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICE

We will not accept faxed or emailed applications.

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

VACANCY ANNOUNCEMENT

SR-09-046

OPENING DATE

May 04, 2009

CLOSING DATE

May 15, 2009

POSITION

Laborer

LOCATION AND DUTY STATION

Shiprock Service Unit
Division of Administrative Services
Facilities Management Branch
Shiprock, NM

NUMBER OF VACANCIES

One (1); PCN: 7614-16

GRADE/SALARY

WG-3502-03: \$13.28 - \$15.50 per hour

APPOINTMENT

[X] Permanent

WORK SCHEDULE

[X] Full-time

AREA OF CONSIDERATION

[X] Navajo Area Wide

PROMOTION POTENTIAL

[X] No Known Potential

SUPERVISORY/MANAGERIAL

[X] No

HOUSING

[X] Private Housing Only

TRAVEL/MOVING EXPENSE

[X] No Expenses Paid

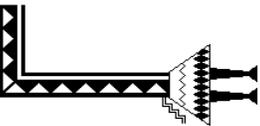
DUTIES: Performs general physical work and labor oriented tasks and duties and gardening/landscaping requiring physical ability and recurring effort and involves some degree of specialized manual skill and prior work experience and/or training. Assists maintenance craftsmen in performing plumbing, carpentry, pipefitting or other trades and craft type work including performing preventive maintenance duties.. Collects/disposes of trash and debris from parking lots and driveways. Removes weeds and brush; waters lawns and trees, sweeps sidewalks, and parking lots. Maintain borders around trees and shrubs. Incumbent is responsible for seeding and fertilizing landscaped areas. Shovels snow from sidewalks and walkways; shovels sand, dirt, and gravel. Ensures grounds at all facilities have a pleasant appearance. Is able to follow simple written and oral instructions. Loads and unloads heavy boxes, bulky supplies and materials to and from trucks, dollies, etc. Paints parking surface stripes and maintains compound signage for legibility. Incumbent operates and provides operator preventive maintenance on a riding lawn mower, forklift, tractor with blades, and other government equipment. Assists the maintenance crew in knocking down walls or buildings with sledgehammers or other types of equipment and tools. The work also involves the use of common hand tools and simple power equipment such as a trimmer or push type lawn mowers. May operate weight-handling devices such as electric hand trucks or lifts, pallet jacks and dollies to move very heavy loads. Required to operate a government owned and/or lease vehicles to various clinics and health stations (Sanostee, Toadlena, Four Corners and Dzilth-Na-O-Dith-Hle) to pick up materials from vendors in Shiprock and Farmington, NM. A valid State driver's license is required as a condition of employment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

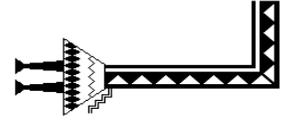
BASIC REQUIREMENTS: The supplemental questionnaire attached to the announcement has been prepared as an aid in preparing your KNOWLEDGE, SKILLS AND ABILITIES related to the job elements required for this position. Failure to submit this Supplemental Questionnaire may result in applicants not receiving proper credit for their experience.

- ELEMENT A: RELIABILITY AND DEPENDABILITY AS A LABORER.
ELEMENT B: ABILITY TO HANDLE WEIGHTS AND LOADS.
ELEMENT C: WORK PRACTICES (INCLUDES KEEPING THINGS NEAT, CLEAN AND IN ORDER).
ELEMENT D: ABILITY TO FOLLOW ORAL DIRECTIONS WHICH VARY FROM TASK TO TASK.
ELEMENT E: DEXTERITY AND ABILITY TO USE EQUIPMENT SAFELY.

WORKING ENVIRONMENT: Incumbent is subject to intense sunlight, wind, rain, snow, etc., as some time is required to work outdoors. Work areas may be wet and slippery. Buildings without elevators usually require physical effort supplies up and downstairs. May encounter broken glass, and strong odor from some supply or refuse. May be exposed to draft, noise, dust, and dirt. Maybe required to stand and/or walk for long periods on concrete floors. Occasionally exposed to risk of injury associated with tools, equipment and heavy objects.



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



**PHYSICAL DEMAND:** Requires continual walking, bending, stooping, climbing and reaching. Work includes lifting and moving objects that weight over 50 lbs. Assistance with heavier items is usually available from fellow workers.

**CONDITIONS OF EMPLOYMENT:** Immunization Requirement – 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 unit or any area office position, which requires regular work at a service unit.

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

••• **NOTE** ••• Refer to OPM Handbook Qualification System for Trades and Labor Occupation X-118C series WG-3502 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 eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal 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 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" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS 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, or 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 Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your 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
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
    3. Retired with a disability and whose 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 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.

**OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special 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 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.

**HOW AND WHERE TO APPLY:** All applicants must submit the following to the Northern Navajo Medical Center, Branch of Human Resources, 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.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

Applicant **claiming Indian Preference** must submit a copy of an **official Bureau of Indian Preference Certificate, Form 4432** (or equivalent form issued by a Tribe authorized by PL 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled member.

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of active service may apply.

**"Declaration for Federal Employment"** (OF-306), and **Addendum** for Child Care & Indian Child Care Worker Positions form must be completed and submitted with **original** signatures 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 of these 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: Paula Williams, Human Resources Specialist, at (505) 368-6051; Email: [paula.williams2@ihs.gov](mailto:paula.williams2@ihs.gov)

**INFORMATION REQUIRED ON 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 #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would 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), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: 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 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, Employers' names and addresses, Supervisors' names and phone numbers, 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, etc.

**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 veterans' preference determination, Indian preference, education, training, and/or experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

**REASONABLE ACCOMMODATION:** This agency provides 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 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 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. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

*Paula Williams*

Human Resources Clearance

April 29, 2009

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-046. 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.



must be kept neat, clean and orderly. What in your background shows that you possess this ability?

**D: ABILITY TO FOLLOW ORAL DIRECTIONS, WHICH VARY FROM TASK TO TASK. (75-H)** This is the ability to interpret both written and oral instructions. What in your background shows that you possess this ability?

**E: DEXTERITY AND ABILITY TO USE EQUIPMENT SAFELY (86).** This is the ability to utilize equipment appropriately and safely. What in your background shows that you possess this ability?

After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

### CERTIFICATION

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE