DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE
TUCSON AREA OFFICE, TUCSON, ARIZONA

VACANCY ANNOUNCEMENT

AMENDMENT: Vacancy Announcement SWR-09-0280 is amended to include the GS-5 grade level salary and qualification requirements.

ANNOUNCEMENT NUMBER: SWR-09-0280-1 OPEN: May 4, 2009 CLOSE: June 5, 2009

POSITION TITLE/SERIES/GRADE: Management Services Assistant (Office Automation), GS-0303-5/6

SALARY RANGE: GS-5: $30,772 - $40,005 per annum
GS-6: $34,300 - $44,589 per annum

VACANCIES: Two (2)

AREA OF CONSIDERATION: Merit Promotion Plan/Excepted Service Examining Plan candidates, Veteran's Preference candidates, and Commissioned Corp Officers. For a brief description of hiring plans please visit this website: http://www.ihs.gov/JobsCareerDevelop/JobsAtIHS/

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in the Indian Health Service (IHS), under authority 5 CFR, Part 213, Schedule A 213.3116 (b) (8). Preston Qualification Standards will be applied.
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligibles, 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).
- Veteran's Preference – 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.
- Commissioned Officer: It is the responsibility of the Officer to submit sufficient information to permit the Human Resources Office to determine whether the Officer meets the qualification requirements, including any selective placement factor.

APPOINTMENT TYPE: Permanent, full-time, 40-hour week

ORGANIZATION/DUTY STATION: DHHS IHS Tucson Area Office, Sells Service Unit, Division of Clinical Services, Dental Branch, Sells, Arizona

HUMAN RESOURCES OFFICE: Southwest Region Human Resources Office, 7900 South J Stock Road, Tucson, AZ 85746 (520) 295-2434

CONDITIONS OF EMPLOYMENT:

- No Government housing is provided.
- The Tucson Area Indian Health Service is a smoke-free work environment.
- The provisions of PL 101-630, the Indian Child Protection and Family Violence Act, apply to this position.
- Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.
- A selectee born after 1956 must present proof of immunity to measles and rubella *or* be vaccinated before their appointment (subject to certain exemptions).
- A selectee to this position is subject to a background security investigation.
- A selectee to this position may be required to satisfactorily complete a one-year probationary period.

TRAVEL and RELOCATION: Travel and relocation expenses are not authorized. Travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the employee.

DESCRIPTION OF DUTIES: Incumbent provides assistance on and performs staff support work in managerial and technical aspects essential to the direction and operation of the Dental Department. Provides authoritative technical assistance to departmental staff on all aspects of office administration, including purchasing, personnel, files management, training and travel policies and regulations, and timekeeping. Provides advice and guidance to program managers on management policies, issues, and problems. Composes and/or types a variety of correspondence, letters, and reports from oral instructions, brief notes, or information available from files and records in

the office, and personal knowledge of supervisor's policies and positions on given matters. Duties are completed utilizing an automated system.

QUALIFICATION REQUIREMENTS: Candidates must have had experience as described below. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. NOTE: Applicants will be required to sign Optional Form 306, Declaration for Federal Employment, certifying to the accuracy and truthfulness of the information provided in their application.

EXPERIENCE AND EDUCATION REQUIREMENTS:
GS-05: 52 Weeks of specialized experience equivalent to at least GS-4 –OR- 4 years of education above high school.
GS-06: 52 Weeks of specialized experience equivalent to at least GS-5.
If substituting education to meet experience requirements transcripts must be submitted to verify education.

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 position to be filled. Examples of specialized work experience include: providing technical assistance on all aspects of office administration, including purchasing, personnel, files management, training and travel policies and regulations, and timekeeping. To be creditable, specialized experience must have been equivalent to the next lower grade level or equivalent pay band level in the Federal service.

Combining Education and Experience: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements at grades GS-5 and below. Transcripts must be submitted to verify education.

PROFICIENCY REQUIREMENT: in addition to meeting experience requirements, applicants must show possession of the following skill: 40 words per minute typing speed. Applicants may meet this requirement by presenting a certificate of proficiency from a school or other organization authorized to issue such certification –*OR*- by self-certifying their proficiency on their application.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time after competitive appointment, time-in-grade, and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) time-in-grade requirements do not apply.

QUALITY OF EXPERIENCE: Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he or she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors or employers may be made to obtain further information about the candidate's professional qualifications for the position.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities and performance appraisal, etc., indicate they possess the knowledge, skills and abilities described below. All applicants should describe clear, concise examples that show level of accomplishment or degree to which they possess the KSAs on a separate attachment. The information provided will be used to determine the "best qualified" candidates.

1. Knowledge of general office policies and procedures in order to provide assistance and staff support work.
2. Skill in operating a computer and related equipment.
3. Ability to effectively communicate orally.

Benefits:
You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#FEHB.

Life insurance coverage is provided. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#life

Long-Term Care Insurance is offered and carries into your retirement. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#ltci

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#retr

You will earn annual vacation leave. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#VACA

You will earn sick leave. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI

HOW TO APPLY: Interested applicants must submit one of the following:

- OF-612, Optional Application for Federal Employment; *or*
- Resume; *or*
- Any other written application to: Tucson Area Indian Health Service
  Attention: SW Region HR Office
  7900 South J Stock Road
  Tucson, AZ 85746

Facsimile is acceptable to (520) 295-2438 – this office is not responsible for unsuccessful transmissions. You should duplicate and retain copies since all submitted materials are subject to the provisions of the Privacy Act (PL 93-579) and become the property of the Department of Health and Human Services (DHHS). E-MAILED DOCUMENTS WILL NOT BE ACCEPTED.

APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. NO ADDITIONAL INFORMATION WILL BE SOLICITED FROM APPLICANTS.

For additional information or to obtain a copy of the vacancy announcement or forms, you may:

- call the Human Resources office at 520- 295-2435 or
- visit the OPM website at www.jobsearch.usajobs.opm.gov/ or
- the IHS website at www.ihs.gov/JobsCareerDevelop/Jobs_index.asp

SEPARATE ATTACHMENTS REQUIRED IN ADDITION TO APPLICATION / RESUME:

1. If claiming Indian Preference a properly completed Form BIA-4432, *Verification of Indian Preference for Employment*, must be submitted. Indian preference will not be given unless Form BIA-4432 is attached to the application. Current Federal employees claiming Indian Preference are required to submit a properly completed Form BIA-4432.
2. Narrative statements with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor identified for this position. One page per KSA.
3. Optional Form 306, *Declaration for Federal Employment*; MANDATORY for all positions.
4. Addendum to Declaration for Federal Employment - IHS-Child Care & Indian Child Care Worker Positions Form – MANDATORY for positions that require regular contact or control over children.
5. If Veteran preference eligible – Submit evidence of eligibility, i.e., DD-214, *Certificate of Release or Discharge from Active Duty*, or SF-15, *Application for 10-Point Veteran Preference* and the proof requested on the SF-15 form.
6. If current or former federal employee, Form SF50B, *Notification of Personnel Action.*
7. If a PHS Commissioned Corps applicant, copy of Personnel Order.
8. Copies of current/active license or certification.
9. College transcript(s).
10. Copy of most current performance evaluation.

INFORMATION NEEDED ON APPLICATION / RESUME

1. Announcement number and title and grade(s) of the job you are applying for; full name, mailing address (with zip code) and day and evening telephone numbers; Social Security Number; Country of citizenship.
2. Highest Federal civilian grade held (also give job series and dates held).
3. High School – Name, city, state (zip code, if known), date of diploma or GED.
4. Colleges or universities – Name, city, state (zip code, if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Attach transcript(s).
5. Residency training - Indicate specialty; name and location of hospital, name of program director, dates attended (month/year), date certificate received (if applicable).
6. Certification by a Specialty Board – Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board and date (month/year) of certification or eligibility (if applicable). Attach certification.
7. Work Experience (paid and unpaid) – Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, salary and indicate if we may contact your current supervisor.

8. Job-related training courses (title and year), honors, awards and special accomplishments, (i.e., publications, memberships in professional or honor societies), leadership activities, public speaking and performance awards.
9. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.

Other Information:

Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not contain all the information and forms requested in the announcement, you may lose consideration for this job.

APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. NO ADDITIONAL INFORMATION WILL BE SOLICITED FROM APPLICANTS.

Preference in filling vacancies is given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

Applicants or current Federal employees claiming Indian Preference must indicate on their application packet, if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.

Proof of U.S. Citizenship is required for an appointment to the Indian Health Service. The Director, IHS may grant an exception to this policy for appointments to excepted positions, provided that the current appropriations act permits IHS to pay citizens from the country where the applicant is from.

Additional selections may be made within 90 days from the date the Candidate Referral Roster was issued if the position becomes vacant or to fill an identical additional position.

A former employee, who received a buyout and subsequently returns to a position in a Federal agency, whether by reemployment or a contract for personal services, is generally obligated to repay the full amount of the buyout to the agency that paid it.

If position is advertised at multiple grade levels, it can be filled at a lower grade than the full performance level. Advancement to the next grade without further competition is possible, once all legal and regulatory requirements are met, however, such advancement is neither automatic nor guaranteed.

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Management Branch at (520) 295-2435. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

AREA INFORMATION: The Tucson Area encompasses the Pascua Yaqui (pah.skwah ya.ke) and Tohono O'odham (to.ho.no aah.tum) Indian Reservations. The Sells Service Unit (SSU) is the primary source of health care for the approximately 24,000 people of the Tohono O'odham Nation. The Sells Service Unit consists of an American Hospital Association affiliated JCAHO accredited hospital at Sells (65 miles west of Tucson) and three health centers - San Xavier Health Center located in Tucson; Santa Rosa Health Center located in Santa Rosa Village; and, the San Simon Health Center located in San Simon Village, all on the Tohono O'odham Nation Indian Reservation. The SSU also provides an environmental health program, which is responsible for construction and maintenance of sanitation facilities. The Sells Service Unit has a community focused health care delivery program and works in close association with the Tohono O'odham Tribal Health Committee and Tribal Health Department.

Tucson - Arizona's second largest metropolitan area is home to nearly 600,000. Tucson is one of the oldest continuously inhabited sites in North America, steeped in a rich heritage of Indian and Spanish influence. It affords entertainment, recreation and shopping and cultural opportunities. The arid desert climate receives an annual rainfall of 7 inches with average temperatures ranging from 50° in winter months to over 100° in summer.

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

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Item 15a. Agency Specific Questions

Name: _____ Social Security Number: _____
(Please print)

Job Title in Announcement: Management Services Assistant (Office Automation), GS-0303-5/6
Announcement Number: SWR-09-0280-1

Section 231 of the Crime Control Act 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, contains a related requirement 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 or guilty to certain 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 the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

2) Have you ever been found guilty of, or entered 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, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? *YES*_____ *NO*_____

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name 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

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. *Please do not send completed data collection instruments to this address.*

FORM APPROVED: O.M.B. NO. 0917-0028 Expires 02/28/2009

CTAP - INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being 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.
4. Be currently employed by DHHS in the same 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. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

ICTAP - 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 selection 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 the Office of Personnel Management or our 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 that 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 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 reassignment to another commuting area.

OR

   B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (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 are separated.
3. Have 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 date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable position upon entry accommodations and are able to satisfactorily perform the duties of the. A numerical rating of 85 is considered to be well qualified.