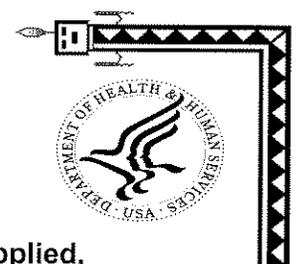
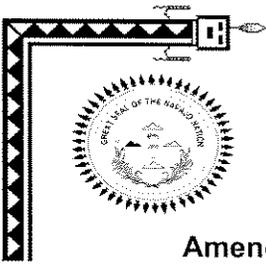


DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICES



Amendment: To solicit additional applicants. Those who previously applied, need not re-apply, but may revise, update or amend their applications before the closing date.

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

CP-09-014-A

OPENING DATE

May 11, 2009

CLOSING DATE

May 22, 2009

POSITION

Budget Analyst

LOCATION AND DUTY STATION

Finance Department
Crownpoint Service Unit
Crownpoint, New Mexico

NUMBER OF VACANCIES

One (1); PCN :130270

GRADE/SALARY

GS-0560-05: \$30,772 - \$40,005 per annum

APPOINTMENT

Temporary
Not-to-Exceed Six (06)
months, with option to
extend at
management's
discretion.

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION

Commuting Area

PROMOTION POTENTIAL

No. No known promotion
potential.

SUPERVISORY/MANAGERIAL

No

HOUSING

Private Housing Only

TRAVEL/MOVING EXPENSE

No Expenses Paid

DUTIES: The position is located in the Financial Management Branch under the Division of Administration and Management of the Crownpoint Service Unit. The primary purpose of this position is to prepare and maintain the Service Unit's annual budget and coordinate the formulation of the budget projections, adjustments, and ensure that the internal controls are complied with to remain within budget plan goals. Utilizes historical data of recurring costs and recommendations submitted by service unit management and department heads, employee formulates projections on program activities. Utilizes basic budgetary requirements to ensure compliance with IHS regulations covering third party revenues, allotments, and expenditures. Justifies and explains financial and operational assumptions utilized to formulate projections of revenues and expenditures. Performs in depth cost analysis to justify major changes in budget projections particularly when the Service Unit is experiencing deficit balances. Maintains budget credibility by applying current trends to expenditures, revenues and policy changes by Service Unit Management on a timely basis. Prepares accurate financial reports, imports pertinent accounting data and reports from the IHS CORE accounting system, which comprises of transaction with numerous codes identifying location and number budget activities. Prepares departmental budget worksheets for hospital and clinic and line items for Service Unit managers and Administrative Area Office personnel. Maintains fund control procedures by a commitment register of object classes for each department, updated daily for each program. With the staff, commitment registers for each budget activity is balanced to the CORE accounts each month to ensure accuracy of financial status. Advises pertinent staff of the status and availability of funds in accounts throughout Service Unit's budget. Prepares numerous and diverse status reports which reflects and discloses any discrepancy that negatively affect budget implementation and achievements by both Program Managers and Service Unit Management Team. Analyzes reports to determine what factors are causing budget deficits or surpluses and recommends changes to budget execution to ensure proper fund control. Recommends modifications and alignments to budget activity to account for unanticipated changes in funding or operations and prepares proper accounting adjustments to reflect such trends in budget projections for all programs affected. Complies, reviews, analyzes and edits components of budget, which pertain to personnel salaries and benefits. Evaluates data that includes consistency with historical expenditures for Salary and Benefits cost, determines proper level of staff for programs per current goals and projections and considers anticipated changes in staffing versus funding levels. Utilizing various IHS monthly financial reports, works closely with accounting technicians in researching status of documents to determine if balances are valid. Assists with budgetary presentation to the Service Unit management and the Area Finance personnel. Consolidates information and support documents to confirm and verify that assumptions utilized in budget projections are accurate and sound for budget presentation. Assists with department budget presentation to convey balances of various budgeted line items. Prepares financial status reports to ensure that each programs are within goals established by management and that the reports fully reflect and properly evaluate the operations of the programs, adherence to Service Unit goals by its staff. At the discretion of the supervisor, other duties may be required to be performed from time to time, to meet objectives and obligations, or to improve the level or quality of services provided. Performs other 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:

POSITIVE EDUCATION REQUIRED: No

LICENSURE REQUIRED: No

BASIC QUALIFICATION: GS-05: 3 years of progressively responsible experience, one year of which is equivalent to at least GS-4, that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSAs) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine, procedural processing, maintaining records, or other nonspecialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions. **OR**

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For *GS-05*: Successful completion of a full 4-year course of study in any field leading to a bachelors degree, in an accredited college or university. This education must have been obtained in an accredited business, secretarial, or technical school, junior college, college or university. **** Transcript must be provided if education is substituted for experience.**

SELECTIVE PLACEMENT FACTOR: **None.**

WORK ENVIRONMENT: Work is performed in an office environment.

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.

OTHER SIGNIFICANT FACTORS: Incumbent may be required to be on call back duty or be required to work beyond normal duty hours to complete assignments/projects or to ensure coverage. The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative/financial/personnel records and all other pertinent information that comes to the employee's attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

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.

Candidates applying under the provision of the Merit Promotion Plan must have completed 52 weeks of service at the GS-04 level to qualify for the GS-05 level.

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 Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0560, 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.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The **KSAs** in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to work independently and/or under pressure.
2. Ability to organize and prioritize work assignment and meet deadlines.
3. Ability to meet and deal with a variety of individuals and groups.
4. Knowledge of fiscal and budgetary rules, regulations, and procedures.
5. Ability to research and interpret a variety of written materials.
6. Ability to utilize micro-soft and hardware and equipment.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Crownpoint Healthcare Facility, Human Resources, P.O. Box 358, Crownpoint, New Mexico 87313-0358, by 4:30 p.m., on the closing date: **05-22-09**.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

For more information, contact: Yolanda J DeVore, Human Resources Specialist, at (505)786-6201; Email: yolanda.devore@ihs.gov

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA 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 that such documentation is contained in their Official Personnel Folder.

NOTE: "Declaration for Federal Employment" (OF-306), AND Addendum to OF-306 (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.

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.

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.

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.

/s/ Yolanda J. DeVore
Human Resources Clearance

May 8, 2009
Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **CP-09-014-A**. 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. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM. DECLARATION OF FEDERAL EMPLOYMENT FORM (OF-306) ADDENDUM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

**SUPPLEMENTAL QUESTIONNAIRE
BUDGET ANALYST, GS-0560-05**

1. **ABILITY TO WORK INDEPENDENTLY AND/OR UNDER PRESSURE.** The person in this position must have the ability to work with minimal supervision. This includes dependability since the person in this position will be responsible for accomplishing most of the work effort in the assigned area. 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)

2. **ABILITY TO ORGANIZE AND PRIORITIZE WORK ASSIGNMENT AND MEET DEADLINES.** The person in this position must have the ability to function effectively under pressure of time and/or handling several tasks at once by efficiently planning and organizing the work and properly determining priorities. This includes the ability to work with frequent interruptions and still meet deadlines. 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)

3. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS AND GROUPS.** The person in this position must have the ability to establish positive interpersonal relations by exercising tact, diplomacy and mature judgment with a wide variety of individuals, including superiors, peers and subordinates within the organization and with individuals outside the organization with whom the individual must deal with. 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)

4. **KNOWLEDGE OF FISCAL AND BUDGETARY RULES, REGULATIONS AND PROCEDURES.** This person in this position must have the knowledge of fundamental understanding of various budgetary processes and structures whereas, the person should have the ability to examine, prepare, and monitor budgets through various means of financial data management. 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)

5. **ABILITY TO RESEARCH AND INTERPRET A VARIETY OF WRITTEN MATERIALS.** The person in this position must have the ability to research, understand and correctly interpret a wide variety of written information such as agency budget manuals, travel and transportation regulations and office directives. 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)

6. **KNOWLEDGE AND SKILL IN OPERATING COMPUTERS SYSTEM SOFTWARE AND PRINTERS.** This person in this position must have the ability and knowledge of office equipment such as personal computers, word processors and printers. This also requires the knowledge of various software, (i.e., Word, Excel, DOS, PC Tools, Paradox) to perform the duties; electron mail database management, graphic charts, spreadsheets, excel, access, etc. 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)

=====

CERTIFICATION

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