



DEPARTMENT OF HEALTH AND HUMAN SERVICES
NAVAJO AREA
INDIAN HEALTH SERVICES



COMPETITION FOR THIS POSITION IS RESTRICTED BY LAW TO PERSON(S) ENTITLED TO VETERAN'S PREFERENCE. IF NO QUALIFIED VETERANS ARE AVAILABLE, CONSIDERATION WILL BE EXTENDED TO ALL QUALIFIED APPLICANTS.

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

GA-09-028

OPENING DATE

05/12/2009

CLOSING DATE

05/26/2009

POSITION

Security Guard

LOCATION AND DUTY STATION

Administrative Services
Tohatchi Health Center
 Tohatchi, New Mexico

NUMBER OF VACANCIES

One (1) PCN: 211403

GRADE/SALARY

GS-0085-04, \$27,504 - \$35,753 per annum

APPOINTMENT

Permanent

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION

Commuting Area

PROMOTION POTENTIAL

No Promotion Potential

SUPERVISORY/MANAGERIAL

No supervisory responsibility

HOUSING

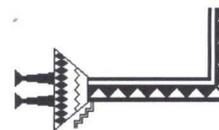
None, Private Housing Only

TRAVEL/MOVING EXPENSE

No Expenses Paid

DUTIES: This position is located at the Tohatchi Health Center, an ambulatory care clinic under the jurisdiction of the Gallup Service Unit. Tohatchi Health Center is located 25 miles north of the Gallup Indian Medical Center. Incumbent protects property and equipment against trespass, theft, fire and accidental or willful damage and destruction. Monitors access to premises by verifying authorization using locally established badge and vehicle registration systems. Conducts periodic established foot (interior/perimeter) and vehicle (parking lots/facility access roads) patrols to detect physical security breeches and trespassing, to include checking and/or securing sensitive areas. May drive a government provided motor vehicle in the performance of duties. Monitors personnel access into restricted areas (pharmacy outpatient areas, etc). Alerts supervisor of suspicious activities, unauthorized entry, fires, or other hazards. Ensures incident scene is preserved for Police investigators and provides written reports of findings concerning incident to the supervisor. Maintains an activity log to document shift activity. Incumbent shall be able to identify each patient's age-specific needs and promote a secure environment needed by the patient group. Assists motorists who become stranded on the Tohatchi Health Center property. Pursues and detains persons fleeing a disturbance/incident or attempting to resist detainment. Subdues individuals causing disturbances. Maintains current information in lost and found logs. Assists and gives courteous responses to any inquiries made by patients, visitors or personnel. Serves as a member of the Fire Response Team, responds during External and Internal disasters and responds to code Blues (medical emergency). Investigates incidents of unusual circumstances reported by the Tohatchi Health Center personnel, visitors, physicians or patients and reports all incidents, verbally or through general incident forms, by the end of each shift. Responds to emergency calls for assistance to control disorderly conduct or combative patients. Investigates all vehicle accidents in the parking lots of the Tohatchi Health Center. Performs emergency traffic duties when required. Communicates with and assists Law Enforcement as needed. Writes accurate, clear and legible incident reports and documents investigatory steps and results. Performs other related duties as assigned.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



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

EXPERIENCE AND/OR EDUCATION REQUIREMENT: Candidates must have 6 months of general experience and 6 months of specialized experience for the GS-04, OR 2 years above high school.

GENERAL EXPERIENCE: Experience such as administrative, technical, clerical, military, or other work that involved following written procedures, rules, or regulations in contact with co-workers, supervisors, or members of the public to provide a service, respond to inquiries, or obtain information.

SPECIALIZED EXPERIENCE: Experience such as work with a Federal, State, municipal, local, or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, or trespass; or maintaining order and protecting life. Such experience must have provided a working knowledge of protective systems and techniques. Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. For Security Guard positions in a hospital setting, experience as a psychiatric nursing assistant or a similar position safeguarding patients is qualifying.

EDUCATION/TRAINING: (to obtain credit, applicants must submit official transcripts)

Education: Successfully completed 2 years above high school, study at an accredited college or university in any subject is fully qualifying.

Training: Successful completion of training in an accredited technical school that covered subjects such as physical security procedures, local laws, or investigative techniques is considered qualifying for specialized experience at the GS-4 level on a month-for-month basis.

MEDICAL REQUIREMENTS: Duties of this position require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice.

POSITIVE EDUCATION REQUIREMENT: No **LICENSURE REQUIRED:** No

SELECTIVE PLACEMENT FACTOR: None

CONDITIONS OF EMPLOYMENT:

- Position requires rotating shifts, which may include evenings, nights, weekends, and/or holidays. In the event of an emergency situation (e.g., inclement weather, disaster coverage, etc.) employee may be required to report for duty outside of scheduled shifts.
- **INCUMBENT MUST HAVE A VALID STATE DRIVER'S LICENSE.**

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

PHYSICAL DEMANDS: Duties require good physical agility and moderate physical exertion, including long or recurring periods of standing, walking, running, bending, stooping and reaching when responding to alarms or calls for assistance, patrolling the facility, or restricting individual's access. This level of physical agility and exertion, combined with physical dexterity and strength, are required in pursuing, apprehending, and detaining uncooperative suspects. Work is accomplished by walking through buildings, parking areas, assisting personnel, and possible physical altercations with individuals. Items carried such as notebooks, wearing an equipment belt holding a baton, hand irons, flashlight and other required items that could create an additional 20 lbs. The employee must occasionally lift and/or move over 50 pounds. Specific visual abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TIME-IN-GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade Requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks at the GS-03 level to qualify for GS-04.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment to the I.H.S. 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 Operating Manual Qualification Handbook or I.H.S. Excepted Service Qualification Standards, Series **0085** for complete information. Substitution of education for experience will be made in accordance with these standards. **TO OBTAIN EDUCATIONAL CREDIT, APPLICANTS MUST SUBMIT OFFICIAL COLLEGE TRANSCRIPTS.** For more 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).

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after three (3) years or more of continuous active service may apply.

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 qualification, provide a narrative statement which 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 determining whether or not you are highly qualified for the position. Describe your qualification in each of the following:

1. Ability to convey and obtain information orally.
2. Ability to work under extreme conditions.
3. Ability to meet and deal with a variety of individuals.
4. Ability to investigate, analyze and solve problems.

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

HOW AND WHERE TO APPLY

All applicants must submit the following to the Gallup Indian Medical Center, Division of Human Resources, 217 Marguerite Street, P. O. Box 1337, Gallup, New Mexico 87305, by 4:30 p.m., on the closing date of: 05-25-2009. For more information contact: Donita Lomatska at 505-722-1412. **Electronic or telefaxed resumes' or applications will not be accepted.**

1. OF-612, Optional Application for Federal Employment; **or** SF-171, Application for Federal Employment; **or** *Resume; or any other written application format**. **INFORMATION REQUIRED ON RESUMES' AND OTHER APPLICATION FORMATS outlined below.**
2. "Declaration for Federal Employment" (OF-306), and Addendum for Child Care & Indian Child Care Worker Positions 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 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.** IHS Child Care Addendum, this position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must
3. 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. Current employees with acceptable proof(as identified above) on file in their official Personnel Folder are still required to submit a copy of the documentation with their application. **Indian preference will not be given unless the Form BIA-4432 is attached to the application.**
4. Submit DD-214 Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-point preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible;
5. Copy of latest SF-50, Notification of Personnel Action, if a current or prior federal employee;
6. Latest Performance Appraisal, if a current federal employee;

7. Official College Transcript, to show proof of undergraduate or graduate education.
8. Supplemental Questionnaire (KSA) – failure to submit KSA narrative may adversely affect your ranking for this position.
9. Current valid State Driver's License.

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 #6 (High School), #7 (Colleges and Universities), and #8 (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. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
6. High School: Name, City, State (zip code, if known), and date of diploma or GED;
7. 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;
8. 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;
9. Indicate if we may contact your current supervisor;
10. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. Applicants 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.

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 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 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.

Donita Lomaska (S)

Human Resources Clearance

May 11, 2009

Date

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS
ANNOUNCEMENT NUMBER GA-09-028. 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.
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SUPPLEMENTAL QUESTIONNAIRE
SECURITY GUARD
GS-0085-04

1. **ABILITY TO CONVEY AND OBTAIN INFORMATION ORALLY.** This is the ability to communicate orally in a clear and concise manner. The person in this position must be able to select and give detailed information to others about what is expected. What in your background shows you have this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **ABILITY TO WORK UNDER EXTREME CONDITIONS.** This is the ability to function effectively and maintain control and composure under stressful working conditions. The person in this position will be required to make decisions on sensitive issues and remain objective when those decisions are challenged. 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.** The person in this position should have the ability to establish and maintain positive interpersonal relations utilizing tact, diplomacy and mature judgment with a wide variety of individuals, including superiors, peers, and subordinates within the organization, and with persons outside the organization. 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.)

4. **ABILITY TO INVESTIGATE, ANALYZE AND SOLVE PROBLEMS.** The person in this position should have the ability to thoroughly investigate complicated problems, situations, objectively analyze relevant information gathered and devise acceptable solutions. 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.)

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

SUPPLEMENTAL QUESTIONNAIRE