



Department of Health and Human Services  
 Public Health Service  
 Indian Health Service



## Vacancy Announcement

Announcement No.: **IHS-09-101**  
 Opening Date: **08-03-2009**  
 Closing Date: **Open Until Filled\***  
 Area of Consideration: **Government-Wide**  
**And Any Qualified Preference Indian Candidates**

**\*First cut-off date will be August 28, 2009. Subsequent cut-off dates will be every 30 days or until the position is filled.**

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**INDIAN PREFERENCE POLICY:** The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

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**POSITION TITLE, SERIES, GRADE:**

Electrical Engineer  
 GS-850-12/13

**OFFICE LOCATION:**

Office of the Director  
 Office of Environmental Health and Engineering  
 Division of Engineering Services - Dallas

**SALARY RANGE:**

GS-12: \$71,230 to \$92,594 PA  
 GS-13: \$84,703 to \$110,115 PA

**Duty Station: Dallas, TX**

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- One Permanent Full-Time position.
  - Position contains no supervisory responsibilities.
  - Position has promotion potential to GS-13
  - Public Trust Background Investigation Clearance is required.
  - Travel and relocation expenses will not be paid.
  - Faxed Applications **will not be accepted.**
  - Supporting Documents **ONLY** will be accepted by fax at **301.594.3146**.
  - **Responses to the KSA's is REQUIRED and each KSA must be responded to separately.**
  - You **must** be a U.S. citizen to qualify for this position.
  - All application and required documents (See Required Documents on Page 5) **MUST** be received by **5:00 PM** Eastern Time (ET) the date this vacancy announcement closes.
  - **If you are submitting your application via U.S. Postal Service (regardless if it is Priority Overnight or Federal Express) please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery at this facility.**
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**BRIEF STATEMENT OF DUTIES:** The incumbent serves as a senior level electrical engineer with overall responsibility for the technical and business management of designated major building projects from the preliminary planning stage through the design, construction, equipment installation, and commissioning and warranty period. The incumbent is the responsible electrical engineering consultant to other project managers or is the project manager for assigned projects, including IHS Area Office. Reviews technical designs completed by Architectural/Engineering (A/E) firms with responsibility of recognizing and rejecting unacceptable submittals, and assuring that the construction contract documents satisfy the terms of the design contract. Provides technical support for electrical systems for health care facilities including power distribution and generation, illumination, load requirement, fire alarm systems, communication systems and security systems. Serves on selection board for procurement of A/E services under the Brooks Act and other professional services; include the enforcement and compliance with NFPA 101 Life Safety Code and NFPA 70 National Electrical Code. Participates in facility condition surveys on Federally owned installation to assess the existing electrical system. Identify non-compliance with National Fire codes. Consults with IHS officials, Federal/State/local agencies, and tribal officials regarding construction issues and serves as a Contracting Officer's Technical Representative to administer A/E services and construction contracts. Negotiates contract specifications and design changes with organizational elements of the agency and contractors; participates in review of bids, contractors' proposals, contract specifications and designs, as well as contract negotiations and technical and business discussions with contractors. Monitors and evaluates the effectiveness of contractors in meeting contractual requirements, technical and administrative; and includes project reviews, readjusting funding, schedules and project work completion. Serves as electrical engineer expert in construction inspections to assure conformance to contract document and provides post-occupancy evaluation to determine functionality of completed project. Participates in site selection evaluation, writes scope of works, and estimates construction costs and design fees.

**COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT: (Education & Experience)**

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions, Individual Occupational Requirements for GS-0850: Electrical Engineer, please click on link(s) below to view:

<http://www.opm.gov/qualifications/Standards/group-stds/gs-prof.asp>  
<http://www.opm.gov/qualifications/Standards/IORs/gs0800/0800.htm>

**Basic Requirements:**

A) Degree: **professional engineering**. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics; (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optic, heat transfer, soil mechanics, or electronics.

**OR**

B) Combination of education and experience college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering.

**At the GS-12 grade level**, In addition to the basic requirements above, candidates must have 52 weeks of specialized experience equivalent to at least GS-11 grade level.

**At the GS-13 grade level,** In addition to the basic requirements above, candidates must have 52 weeks of specialized experience equivalent to at least GS-12 grade level.

**Selective Placement Factor:** In addition to the qualification requirements, to be rated basically qualified for the position, applicant must demonstrate possession of the following knowledge, skills and abilities (KSAs).

Knowledge of engineering principles and practices as demonstrated by a current licensure/registration as a professional engineer in any state, District of Columbia, Guam or territory of the United States.

A copy of licensure/registration as a professional engineer must be included with application when applying.

**Specialized Experience:** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. **Examples of demonstrated specialized experience includes: Professional engineering experience that indicates progressively responsibility and successful experience and technical leadership in electrical engineering, including the professional knowledge of electrical engineering theories, concepts, principles, and practices to serve as the technical expert and business manager of designated major building projects from the preliminary planning, developing, establishing and organizing the project, including design, construction and equipment installation stages to the check-out state or point of occupancy. This includes knowledge and ability to apply latest developments of electrical engineering in building design and construction in solving problems not readily treated by accepted methods. This includes contract strategy experience for the over all contracting process for all engineering projects, design and construction. Accomplish and direct the full range of contracting actions, specializing in: A/E selection process, negotiation, bid, and construction solicitation.** Your description of work experience, level of responsibility, and accomplishment will be used to determine that you meet these requirements. The 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.

**Applicants must clearly demonstrate in their application that they possess strong qualifications/experience required of this position.** Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates must have completed 52 weeks of service no more than 1 grade lower than the position to be filled.

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.
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**EVALUATION METHOD:** Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their applications/resumes or as a separate attachment. The information provided will be used to determine the "Best Qualified" candidates.

**Responding to KSA's is REQUIRED and each KSA must be answered and a separate response must be made for each question.**

1. Knowledge of professional electrical engineering concepts, principles, standards and practices.
2. Skill in project management and electrical engineering.
3. Ability to identify and negotiate resolution.
4. Knowledge of contract administration.
5. Ability to communicate.

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.

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**WHO MAY APPLY:**

**Merit Promotion Candidates (MP):** Applications will be accepted from status eligibles (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service.

**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 eligible applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- **Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.**

**Veterans' Preference:** Veterans who are preference eligible and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit [Form SF-15, Application for 10-point Veterans Preference](#). For more information on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#) found in website [WWW.OPM.GOV](http://WWW.OPM.GOV).

**The Veterans Employment Opportunity Act (VEOA)** gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

**Commissioned Corps Officers:** PHS Commissioned Corps Officers are invited to apply for applicable

professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3, **and must submit all other documents specified in this announcement including KSAs, transcripts, registration, etc.**

**Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP):**

Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. **Well qualified** is defined as displaced Federal employees who meet all education and experience requirements, applicable selective factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP:**

<http://career.psc.gov/chpublic/ctap.html> and for **ICTAP:** <http://career.psc.gov/chpublic/ictap.html>

**Reasonable Accommodation for Disabled Applicants:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

**TTY NUMBER IS 301.443.6394**

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**HOW TO APPLY**

**REQUIRED DOCUMENTS:**

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. **A written response to each KSA.** In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the evaluation and ranking processing.
  - **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

**REQUIRED DOCUMENTS (if applicable)**

3. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
4. Current civil service employees and reinstatement eligible applicants, **if selected, will be required to provide a copy of their most recent SF-50** (Notification of Personnel Action) to this office.
5. Indian Preference applicants - to obtain preference, applicants must provide a **completed copy of Form BIA- 4432**. Applicants who wish to receive Indian Preference **MUST** submit the Form BIA-4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.

6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript [OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of transcript).
8. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at [http://www.psc.gov/forms/HHS/HHS\\_Applicant\\_Background\\_Survey.pdf](http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf). The form is used for statistical purposes only and will not be forwarded to the selecting officials.

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## **HOW TO SUBMIT YOUR APPLICATION**

- 1) **You may submit your application by U.S. Mail or other commercial carrier.**  
**Applications may be mailed to the following address:**

Indian Health Service  
Division of Human Resources  
801 Thompson Ave., Suite 120  
Rockville, Maryland 20852

**Note:** Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

- 2) **You may submit your application in person.**  
**If you wish to submit an application in person, please bring your application to:**  
12300 Twinbrook Parkway, Suite 230,  
Rockville, Maryland 20852

- 3) **You may submit your application by email.**  
**If you wish to submit your application by email, you may send it to the following email address:**  
[HQDHR@ihs.gov](mailto:HQDHR@ihs.gov)

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS**, <http://www.usajobs.gov> or **IHS Website, [www.ihs.gov](http://www.ihs.gov)**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

Faxed applications will **not** be accepted.

**All applications along with all supporting documents must be received by close of business 5:00 pm Eastern Time (ET) on the closing date of this vacancy announcement.** We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date.

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**OTHER IMPORTANT INFORMATION:**

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact Jason Begay, Human Resources Specialist, at (301) 443-2830.
- **Reasonable Accommodation for Disabled Applicants:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.
- **TTY NUMBER IS 301.443.6394**
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, “Declaration for Federal Employment”** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. 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.
- **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

**THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER**

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