

MERIT PROMOTION
VACANCY ANNOUNCEMENT

PHS INDIAN HOSPITAL
PO BOX 1201
PINE RIDGE, SOUTH DAKOTA 57770

PINE RIDGE IHS IS A SMOKE FREE ENVIRONMENT

October 30, 2008

POSITION: Dental Officer, GS-11
Dental Officer (Pedontics), GS-12/13

LOCATION: PHS Indian Hospital
Pine Ridge, SD

SALARY: GS-0680-11, \$73,828 - \$88,273 per annum
GS-0680-12, \$82,721 - \$100,037 per annum
GS-0680-13, \$93,793 - \$114,385 per annum

VACANCY NUMBER: PR-MPP-08-02-DO

OPENING DATE: October 31, 2008

CLOSING DATE: OPEN UNTIL FILLED

Applications and related documents must be received at the above address by 4:30 p.m. on the closing date of this announcement. For information contact Annabelle Black Bear at (605) 867-3016. All applications are subject to retention; no requests for copies will be honored. Applications can be faxed to 605/867-3271, (NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS). Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application. E-MAIL TO: annabelle.blackbear@ihs.gov

APPOINTMENT:

Permanent
 Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year depending on the status of the applicant.

WORK SCHEDULE:

Full-Time
 Part-Time
 Intermittent
 May include weekends and/or evenings

AREA OF CONSIDERATION:

IHS-Wide
 DHHS-Wide

MOVING: Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL YES NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

* All applicants are required to complete the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" and "Declaration for Federal Employment (OF-306)" forms to determine eligibility for federal employment. Your application may not be considered for this designated childcare worker position if you do not complete and submit this form or if you answer "Yes" to either of the two questions.

* *Must provide AVERAGE HOURS WORKED PER WEEK on application.*

- Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.
- Employment is contingent on a cleared suitability background investigation for the level required for this position.

SUPERVISORY/MANAGERIAL: NO YES

*May require one year probation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH

THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "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."

DUTIES AND RESPONSIBILITIES:

Professional Services: Provides clinical diagnosis, evaluation, studies and treatment services of professionally acceptable quantity and quality in accordance with sound public health practices. **Education and Information:** Provides professional information and education services to patients, other citizens of the community who reside within the scope of work area assigned, and to other health service workers as appropriate. **Resource and Performance Accountability:** Provides data, reports and other information as required for dental program accountability, evaluates resource and staff performance within the scope of billet responsibility and acts in accordance with performance standards. **Professional growth and development:** Pursues professional growth and development experience, skills, and knowledge. **Organizational Support:** Provides supervisory and team work services in support of the above operational unit of the Indian Health Service, HRSA, PHS, and to the Federal Government and the dental profession at large.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

BASIC REQUIREMENTS:

Education: Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA approved school.

Licensure: Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico.

Applicants who meet the basic requirements qualify for a GS-11.

Additional Requirements for Grades GS-12 and Above:

For purposes of this standard, the following terms are defined.

- *Approved internship; approved residency*—Training in a hospital dental internship or residency approved by the Council on Dental Education of the American Dental Association.
- *Graduate-level study*—Either dental graduate study leading to an advanced degree such as Master of Science, or postgraduate (nondegree) dental school study involving a level of instruction comparable to that provided in a graduated degree program.
- *National certifying board*—An examining board in a special area of dental practice recognized by the Council on Dental Education of the American Dental Association.
- *Board eligibility*—Qualification for examination by a national certifying board as a result of having met the advanced training program requirements for a dental specialty.

Experience and/or training must be one of the following types:

- Post-licensure professional experience in the general practice of dentistry.
- Approved internship training.
- Approved residency training.
- Graduate-level study in an accredited dental school.
- Post-licensure professional experience in a specialized area of practice.
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

For specialist positions, experience and/or training must clearly establish the applicant's status as a specialist. Agencies should review the applicant's experience to determine the types and difficulty of the cases dealt with, the level of knowledge and understanding of the specialization regularly required, the degree of diagnostic skills and treatment planning ability involved, and the pertinent graduate study acquired.

For GS-12: Two years of professional dentistry experience and/or training; or superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past 5 years, would fall into the upper half of the group.

For GS-13: Three years of professional dentistry experience and/or training equivalent to at least that of a Board eligible.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish shades of color.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as above.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors 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 provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE – KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to make oral and radiographic examinations of the oral cavity.
2. Ability to independently treat patients having dental health problems of greater than usual difficulty.
3. Ability to implement an oral disease prevention program.
4. Knowledge of dental infection control procedures such as sterilization procedures and use of personal protective equipment.

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

HOW TO APPLY: Applicants must submit their applications to the PHS Indian Hospital, Human Resources, PO Box 1201, Pine Ridge, SD 57770. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

All applicants **MUST** submit the OF-306 Form (Declaration for Federal Employment).

1. Applicants may submit **ONE** of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).

4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
6. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form.**
7. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10-point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. **No preference will be allowed unless a copy of the DD-214 is attached to the application.**

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES:

Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration. Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

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 Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. This office will not solicit additional information.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/non-paid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the information provided; fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment. If position is RE-ANNOUNCED, please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR 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 (CES) 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 CES and, the date of the RIF separation has not passed and you are still on the rolls of the 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 the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.).