



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

Amendment No. 1 dated 03-26-09

**This amendment is issued to update information regarding the OF-306, Child Care Addendum, and Relocation in accordance with the revised Merit Promotion Plan (MPP). All other information remains the same.**

| VACANCY ANNOUNCEMENT NO. | OPENING DATE      | CLOSING DATE      |
|--------------------------|-------------------|-------------------|
| SER-09-0063-TPSU         | November 25, 2008 | Open Until Filled |

| POSITION TITLE, SERIES, GRADE AND SALARY  | LOCATION AND DUTY STATION  |
|---|--|
| Pharmacy Technician (OA)<br>GS-0661-05 \$30,772 per annum<br><br>(Includes Locality Pay Adjustment) | Taos/Picuris Service Unit<br>Department of Pharmacy Services<br>Taos, NM |

**AREA OF CONSIDERATION:** All Sources

**RELOCATION:** Travel Expenses – Paid  
Travel, transportation and relocation expenses will be paid primarily in the interest of the government and not in the interest of the selected employee.

**CONDITIONS OF EMPLOYMENT:**

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- 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.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- In accordance with P.L. 101-630 Indian Child Protection Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application. (See REQUIRED DOCUMENTATION).

**DUTIES AND RESPONSIBILITIES:**

The primary purpose of this position is to provide technical services under the supervision of a registered pharmacist. Reads individual prescriptions and determines type of medication, strength, and dosage to be dispensed. Calculates and converts to proper weights and measures the amount of drugs to be dispensed. Correlates instructions on the order with pharmacy policies to determine the quantities to be dispensed. Enters and prints prescription labels and places prescription labels on vials. Accurately measures and pours liquid products into dispensing bottles. Reorders supplies as needed. Reports inaccuracies to the pharmacist. Inspects all pharmaceuticals and supplies for proper storage and for expiration dates and removes from stock all outdated stock and fills out monthly drug storage area inspection reports. Restocks pharmacy shelves with unit-of-use products from bulk supplies from the pharmacy storage room. Records prescription auxiliary labels as needed. Responsible for bulk compounding and the packaging of bulk compounded materials. Maintains a computerized pre-package log. Cleans counting trays daily and cleans work surfaces and returns supplies to the appropriate stock shelves. Performs any other housekeeping duties as necessary to maintain a clean pharmacy. Receives drug and supply orders and places stickers on products and on appropriate shelves. Notifies supervisor of any discrepancies between order received and invoice. Selects alternate products when the order product is unavailable. Answers telephone and greet patients with appropriate courtesy and records patient and provider requests and informs the pharmacist of the request. Retrieves and returns medical records from the Medical Record Department as directed. Copies and staples patient education materials and organizes materials on patient information shelving for distribution to patients as directed.

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## COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Candidates for GS-5 must have 52 weeks of Specialized Experience equivalent to a least the GS-04 level OR successful completion of a full 4-year course of study leading to a bachelor's degree with major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses.

**Specialized Experience:** Qualifying specialized experience may have been gained in hospital pharmacies, retail pharmacies, or in pharmaceutical firms or laboratories. Experience must have provided a basic knowledge of:

- Pharmaceutical nomenclature;
- Characteristics, strengths, and dosage forms of pharmaceuticals;
- Pharmaceutical systems of weights and measures; and the
- Variety of procedures and techniques involved in the care, storage, repackaging, bulk compounding, and distribution of pharmaceuticals.

**Proficiency Requirements:** In addition to meeting experience or education requirements, applicants for this position must show possession of Office Automation skills and must have typing proficiency of 40 words per minute. Applicants can certify this information in Section G of their signed OF-612, or by attaching a signed statement with their application.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Ability to label and fill prescriptions for final pharmacist check.
2. Knowledge of pharmacy packaging equipment, containers, and proper labeling systems.
3. Knowledge of pharmaceutical nomenclature, dosage forms and drug use.
4. Knowledge of medical terminology.
5. Ability to communicate orally or in writing.
6. Ability to maintain security of confidential information.

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## 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 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 eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates MUST INDICATE whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

**Non-Status Candidates:** Applications will also be accepted from non-status candidates (individual who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Indian Preference:** Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, 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 for permanent positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 as of proof of eligibility.

**Reasonable Accommodations:** 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 Lindsay Moore, (505) 248-4786. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**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 meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

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**WHERE TO APPLY:**

**Applications must be received at the following address:**

Albuquerque Area Indian Health Service  
Division of Human Resources  
5300 Homestead Road NE  
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or the Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Lindsay Moore, Human Resources Specialist, 505-248-4786.

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**REQUIRED DOCUMENTATION:**

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**

- OF-306, Declaration for Federal Employment: Must be fully completed and submitted with current dated 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. **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.** Form may be downloaded from: the IHS Human Resources Website at: <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>

- To substitute education for experience, where applicable, you must submit a copy of your transcripts by the closing date or ensure that your resume includes sufficient detail (i.e., required course title, credit hours and grades) to document that you have met the education requirements. Official transcripts will be required prior to entry on duty.

- The attached form, Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions must be fully completed and submitted with current dated signature. The OMB Approved form No. 0917-0028 is available at nearest IHS Facility OR form may also be downloaded from the IHS HR Website at: <http://www.ihs.gov/NonMedicalPrograms/DHR/Documents/ApplicantInfo/PL101-630.pdf> .

- Proficiency Requirement Statement - Applicants must show possession of Office Automation skills AND must have typing proficiency of 40 words per minute with three (3) or few errors based on a 5 minute typing test. One of the following must be submitted with your application:

1. a. Competitive Service: Acceptable Typing Performance Test Results: A certificate of proficiency from a school OR other organization **authorized** to issue such certificates by the Office of Personnel Management local office. Test results without date, signature of official administering typing test, typing speed, and number of errors cannot be considered and will result in an ineligible rating.

- b. Excepted Service: Acceptable Typing Performance Test Results: A certificate of proficiency from a school OR other organization authorized to issue such certificates. Test results without date, signature of official administering typing test, typing speed, and number of errors cannot be considered and will result in an ineligible rating.

- **OR**

2. Self-Prepared Certification Statement: Applicants may self-certify their proficiency by submitting a self-certification statement with their application which must include WPM, signature and date.

- **OR**

3. Self-Certification Statement: Applicants may also self-certify their proficiency by submitting the attached SELF-CERTIFICATION STATEMENT with their application with signature and date.

- See '**HOW TO APPLY**' on last page, for additional information.

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**OTHER IMPORTANT INFORMATION:**

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention 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 a determination of unsuitability for federal employment.
- Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements.
- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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**DIVISION OF HUMAN RESOURCES CLEARANCE:**

Lindsay Moore  
Human Resources Specialist

03/28/09  
Date

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
SOUTHEAST REGION DIVISION OF HUMAN RESOURCES  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**

For all positions titled as Office Automation or any clerical position which has parenthetical title of Office Automation (OA), applicants must have typing proficiency of 40 words per minute and knowledge of general office automation software, such as word processing, personal computer, electronic mail, data base management, spreadsheet, etc.

To be eligible for (OA) positions, you must be able to:

1. Type 40 words per minute.
  
2. Possess knowledge of general office automation software, such as word processing, personal computer, electronic mail, data base management, spreadsheet, etc.

Please sign and date the Self-Certification statement and submit with your application/resume.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET FORTH IN  
THIS SELF-CERTIFICATION STATEMENT FOR:

TYPING AND KNOWLEDGE OF GENERAL OFFICE AUTOMATION SOFTWARE  
(i.e., word processing, personal computer, electronic mail, data base management, spreadsheet, etc.)

**NOTE:** A certification statement must be signed and dated for each specific vacancy announcement. A falsification of this statement may be used as grounds for not employing you or for dismissal.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**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:** Pharmacy Technician (OA) **Announcement Number:** SER- 09-0036-TPSU

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

**HOW TO APPLY**

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.

**Optional Application for Federal Employment – Form Number OF-612**

[http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)

**Résumé or Other written application format with information requested below.**

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

**Procedure for using résumé or other written application:** Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

➤ **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

➤ **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

➤ **EDUCATION**

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

➤ **WORK EXPERIENCE**

Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.

Highest federal civilian grade held (give job series and dates held)

Work experience (paid and unpaid)

Job title (include series and grade if federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

➤ **OTHER QUALIFICATIONS**

Give dates but do not send documents unless requested

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

➤ **KSA**

**Submit a copy of applicable documents with your application if you are in the following categories:**

| <b>COMMISSIONED OFFICER</b>  | <b>INDIAN PREFERENCE</b>   | <b>VETERAN PREFERENCE</b>   | <b>FEDERAL EMPLOYEE</b>  |
|--|--|---|--|
| <ul style="list-style-type: none"> <li>➤ Current Billet description</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form</li> <li>➤ Applicable Licensure</li> </ul> | <ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or</li> <li>➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc.</li> <li>➤ Current performance appraisal.</li> <li>➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.</li> </ul> |