

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

## Vacancy Announcement

### DIRECT HIRE AUTHORITY VACANCY ANNOUNCEMENT

These positions are being filled through Office of Personnel Management's Government-wide Direct Hire Authority (DHA) for this occupation and are open to all U.S. Citizens. The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three," Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply.

**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 the 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.

**Announcement No:** DH-09-01  
**Opening Date:** January 22, 2009  
**Closing Date:** June 30, 2009

This announcement covers all Medical Officer vacancies under Title 5 and Title 38

**POSITION TITLE, SERIES, GRADE**

Medical Officer, GS-0602-13/14/15

Specialties include:

- Family Practice
- Internal Medicine
- Pediatrics
- OB/GYN
- General Surgery
- Psychiatry
- Radiology

**SALARY RANGE:**

GS-13: \$ 89,447 - \$110,663

GS-14: \$102,919 - \$127,957

GS-15: \$111,760 - \$145,290

**RECRUITMENT INCENTIVES:** Includes a **Physician Comparability Allowance (PCA)** that may range from:

- \$5,000.00 to \$30,000.00 in addition to the above base pay (Title 5 positions only).
- Some locations provide recruitment or relocation bonus up to 25% of base salary.
- Physician and Dentist Market PDP pay IAW IHS Title 38 regulations.
- Possible Student Loan Repayment incentives.

**OFFICE LOCATION:**

Bemidji Area IHS facilities

- Cass Lake IHS Hospital, Cass Lake, MN
- Red Lake IHS Hospital, Red Lake, MN
- White Earth IHS Clinic, Ogema, MN

**Position is neither managerial nor supervisory**

**Number of Vacancies: Position to be filled as vacancy occurs.**

**Who May Apply:**

**This notice is issued under the direct-hire authority to recruit new talent to occupations for which the Department of Health and Human Service has a severe shortage of candidates or a critical hiring need. As such this notice is targeted to qualified United States citizen's and are not current permanent Federal employees**

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**BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES:**

This position is located in a Medical inpatient/outpatient Department at one of the various Indian Health Service facilities located in the Bemidji Area. Medical Officers advise on, administer, or perform professional work in one or more fields of medicine and in clinical specialty fields generally concerned with individual specialties. Medical Officer practice medicine involving diagnostic, preventive, and therapeutic services to patients in hospitals, clinics, diagnostic centers, etc. Medical Officers treat common diseases, ailments, and injuries of persons reporting to sick call, conduct periodic physical examinations, and provide immunization against common diseases. They must be skilled in recognized various medical pathologies that require referral to specialists for specialized diagnostic and treatment procedures. They provide direct care/services to neo-natal, pediatric, geriatric, adolescent and adult patients. They provide consultative and/or direct outpatient services within their specialized areas a filed health facilities as assigned. They serve on appropriated hospital committees as directed. They supervise ancillary hospital and field personnel when actually providing direct patient care. Medical Officers in the Federal service have a high degree of freedom for inpatient care within established guidelines', policies and concepts of good medical practice. Duties will vary according to location of the position and applicants may obtain more information as vacancies occur. Applicants must indicate the specialty area for which they are applying Medical Officers provides consultative and/or direct medical services within their specialized areas to both inpatients and outpatients at the hospital/clinics.

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Your application will be included in the file of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills and or job preferences. Please review the vacancy announcement for details on how to submit an application.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans 30% more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service

This position is subject to provision of the Interagency career Transition Assistance Plan Program (ICTAO) and career Transition Assistant Program (CTAP).

**CONDITIONS OF EMPLOYMENT:**

- Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
- Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
- Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
- Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
- Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
- Some service units operate under extended service hours 7 days per week.
- The incumbent may be required to travel and must possess a valid driver's license.
- Must possess an Unrestricted Medical License.
- Board eligible or board certified in your specialty

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**POSITION INFORMATION**

- Positions may be filled as permanent full-time part-time, rotational or intermittent (work only when called) schedule.
- Incumbents of these positions are Subject to on-call, call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled
- This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subjected to an adverse action, up to and including removal from the federal service.
- The Indian Health Service may or may not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment. Payment of relocation expenses will be determined on a case by case basis IN ACCORDANCE WITH THE Federal travel regulations.

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**COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT:****Basic****Requirements:**

*Degree:* Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. [A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) (or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country).]

*Graduate Training:* Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training. (This 1 year of supervised experience may be waived for research or administrative positions not requiring direct patient care.). For purposes of the standard, graduate training programs include only those internships, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States of Canada.

*Licensure:* For positions involving patient care, candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Applications will be accepted from physicians who are not currently licensed; however, if selected for appointment, they must (a) obtain a license before entering on duty, or (b) meet one of the following provisions:

- *Waiver of Licensure Requirement:* An agency may waive the licensure requirement for positions not involving direct patient care, e.g., positions performing disability evaluations, positions performing solely research, or administrative program managers. If the agency does not waive the license requirement for these kinds of positions, candidates may be appointed subject to obtaining a license within 1 year.
- *Appointments Pending Meeting Licensure Requirement:* Individual circumstances may warrant appointments pending meeting the licensure requirement (e.g., when a candidate has a temporary license to practice until the next regular session of the licensing board). Persons appointed pending licensure may not be retained beyond 1 year of appointment if they do not obtain the license.

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

**Additional Requirements for Grades GS-13 and Above:**

The requirements below are grouped according to types of programs-clinical and training, aviation medical, occupational health, disability evaluation, maternal and child health, and research.

- *Clinical and Training Programs*-Within Federal clinical and training programs, a distinction is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Graduate training and experience must, therefore, be well rounded. Specialist positions require graduate training and experience related to the specialty and subspecialty of the position to be filled. Experience may not be substituted for training essential for performing specialized duties. The length and content of residency programs depends upon the specialization and requirements of recognized accrediting American medical specialty boards. These boards are authorized to conduct examinations to determine the competence of physicians in the specialty, to issue certificates of qualification, to participate in evaluating the quality of residency programs, and to determine the requirements for certification.

### **General Practice positions**

*For GS-13*--3 years of graduate training or equivalent experience and training.

*For GS-14 and above*--In addition to the requirements for GS-13, 1 year of appropriate experience equivalent to at least the next lower grade level.

### **Specialist positions**

*For GS-13*--3 years of residency training in the specialty of the position to be filled or equivalent experience and training.

*For GS-14*--4 years of residency training in the specialty of the position to be filled or equivalent experience and training.

*For GS-15*--5 years of residency training in the specialty of the position to be filled or equivalent experience and training.

Candidates can apply within nine (9) months of meeting the residency requirements; however, candidates cannot enter on duty until they have provided written verification of completion of the residency requirement.

**Public Health Service (PHS) Licensure Policy:** Each PHS physician must possess and maintain a current and unrestricted license in a State.

## **EVALUATION OF CANDIDATES**

1. *Interviews:* Applicants may be interviewed to assure that they possess the degree of skill in interpersonal relationships required for satisfactory performance of the duties of the position to be filled.
2. *Substitution of Experience for Residency Training:* Experience may not be substituted for residency training that is essential for the performance of specialized duties. For example, specialists such as psychiatrists and surgeons must complete the number of years of accredited residency training required in their respective specialties. An exception may be made when a peer panel of physicians (subject-matter experts) determines and documents that the knowledge, skills, and abilities acquired in professional medical practice are equivalent to those acquired during the same period of time in a graduate training program

### **TIME-IN-GRADE REQUIREMENTS:**

Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

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### **EVALUATION METHOD:**

Evaluation is made on the basis of appropriate education, experience, performance, appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated.

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 KSAs either on their applications/resumes or as a separate attachment. The information provided will be used to determine the Best Qualified candidates.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veteran's Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

**Applicants must address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper**

1. Ability to provide direct patient care that addresses the health needs of the patient including examination, evaluations, diagnoses and treatment including preventative, preventive and/or therapeutic services to patients.
2. Ability to instructing patients on specific treatment as well as general preventive care.
3. Knowledge and skill in providing consultation and problem solving regarding medical issues.
4. Knowledge of the Joint Commission and clinical practice standards and the ability to develop and implement clinical practice protocols and standards of care.

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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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## WHERE TO APPLY:

Indian Health Service  
522 Minnesota Avenue  
Bemidji, MN 56601  
Attn: Tony Buckanaga

- A copy of this announcement may be obtained by calling (218) 444-0486. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS**, [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or **IHS Website**, [www.ihs.gov](http://www.ihs.gov).
- For additional information, contact the Division of Human Resources at (218) 444-0473.
- The deadline for receipt of complete applications is close of business of the closing date of this announcement.
- Supporting documents **must** be received in this office no later than COB the date the vacancy announcement closes.
- Telefaxed copies of applications will **not** be accepted.
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

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## OTHER IMPORTANT INFORMATION:

- **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 an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a "Declaration of Federal Employment" (OF-306) and Addendum to OF-306 (Child Care and Indian Child Care Worker Positions) to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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 FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

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Signature of Applicant

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

# HOW TO APPLY

Choose one of the following forms to apply for this job.  
Please submit one application or resume for each different job.

**Optional Application for Federal Employment**  
(Form number OF-612)

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

\*\*\*If your resume or application does not provide all the information we request, you may lose consideration for a job. 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.

Your resume or other application format **MUST** contain the following information:

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying

**PERSONAL INFORMATION**

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),  
Social Security Number  
Country of citizenship

**EDUCATION**

High School (name, city, and state) and date of diploma or GED  
College and/or universities (name, city, and state, major, type and year of degrees received)  
Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

**WORK EXPERIENCE**

Give the following for your paid and non-paid work experience related to the job for which you are applying:  
Job title (**if Federal, please indicate series and grade & submit SF-50**)  
Duties and accomplishments  
Employer's name and address  
Supervisor's name and phone 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 (title and year)  
Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed  
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)  
Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

**KSA Ranking Factors (see vacancy announcement)**

Submit the following documents along with your chosen application format if you are in one of the following categories:

<p><b>COMMISSIONED OFFICER</b></p> <p>A. Current Billet description.</p> <p>B. Most recent "Commissioned Officers Effectiveness Report".</p> <p>C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."</p>	<p><b>INDIAN PREFERENCE</b></p> <p>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.</p> <p><i>Preference will not be given unless a copy of the 4432 is attached to the application.</i></p>	<p><b>VETERAN PREFERENCE</b></p> <p>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veteran Preference, Form SF-15.</p> <p><i>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p>	<p><b>FEDERAL EMPLOYEEE</b> (Current, former, or displaced)</p> <p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEEES, 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.</i></p>
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# Applicant Background Survey

## GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

**A. Announcement number(s) and/or position(s) for which you are applying:**

**B. Year of Birth:**

**C. For Agency Use:**

**D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.**

**E. Ethnicity**

- HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- NOT HISPANIC or LATINO

**F. Race (select one or more)**

- AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

**G. Sex**

- Male
- Female

**H. Disability**

A person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> I do not have a disability</li> <li><input type="checkbox"/> Deaf</li> <li><input type="checkbox"/> Blind</li> <li><input type="checkbox"/> Missing extremities</li> <li><input type="checkbox"/> Partial paralysis</li> <li><input type="checkbox"/> Complete paralysis</li> <li><input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>):</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Convulsive disorder</li> <li><input type="checkbox"/> Mental retardation</li> <li><input type="checkbox"/> Mental or emotional illness</li> <li><input type="checkbox"/> Severe distortion of limbs and/or spine</li> </ul> |
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### PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

**Privacy Act Information:** This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. **■ Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **■ Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **■ Paperwork Reduction Act Statement:** 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 current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.