

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Whiteriver Service Unit

Office of Human Resources, PO Box 860,  
200 West Hospital Drive, Whiteriver, AZ 85941

*Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In order than the above, the Indian Health Service is an Equal Opportunity Employer.*

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**ANNOUNCEMENT NUMBER:**  
**WRSU-09-006-OCA**

**OPENING DATE:**  
**01/01/2009**

**CLOSING DATE:**  
**12/31/2009**

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**POSITION TITLE/SERIES/GRADE:** Medical Officer (Administration with Specialty Fields), GS-0602-13/14/15  
**TITLE 38 SALARY RANGE:** \$165,000 to \$195,000\*

\*Salary range includes Market Pay

**PROMOTION POTENTIAL:** GS-14/15

**TRAVEL:** 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. To be determined on a case-by-case basis.

**APPOINTMENT/WORK SCHEDULE:** Positions may be filled as permanent, or temporary, with a full-time, part-time, rotational, or intermittent schedule. Positions to be filled as vacancies occur.

**AREA OF CONSIDERATION:** All Sources

**DUTY LOCATIONS:** Whiteriver Service Unit, Whiteriver, AZ

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**JOB DESCRIPTION:** As a Medical Officer administrator, exercises managerial responsibility for the planning, development, organization, integration, administration and evaluation of a health care delivery system or service. Responsibilities can include management of clinical, community health, and administrative activities and requires development in the unique health care needs of the patient population served and, with available resources, to plan and develop, and implement the health care tailored to those needs. Serves a advisor and consultant to community groups on such needs and integrates plans to maximize health services. Performs other duties as assigned.

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**WHO MAY APPLY:** All Sources. Federal employment status is not required. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- Veteran’s Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
- Non-status Candidates – Applications will also be accepted from non-status candidates (individuals 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 applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.**

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or 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 covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630; therefore, all applicants must sign the required “addendum to Declaration for Federal Employment”. Consideration for an offer of employment may be denied if there are affirmation responses on the addendum.**

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**CONDITIONS OF EMPLOYMENT:**

1. 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.
2. 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.

3. 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.
4. 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.
5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. Some Service Units operate under extended service hours 7 days per week.
7. The incumbent may be required to travel and must possess a valid driver’s license.

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## **QUALIFICATION REQUIREMENTS:**

**Basic Requirements:** For all grades, candidates must meet the following educational, training, and licensure 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 Education 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 one year of supervised experience providing direct service in a clinical setting, i.e., a one 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 purpose of this standard, graduate training programs include only those internships, residency, and fellowship programs that are approved by accrediting bodies recognized with the United States or Canada.

- A *internship program* involved broadly based clinical practice in which physicians acquire experience in treating a variety of medical problems under supervision (e.g., internal medicine, surgery, general practice, obstetrics-gynecology, and pediatrics). Such programs are in hospitals or other institutions accredited for internship training by a recognized body of the American Osteopathic Association (AOA).
- A *residency program* involves training in a specialized field of medical in an institution accredited for training in the specialty by a recognized body of the American Medical Association (AMA) or AOA.
- A *fellowship program* involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or other institution accredited in the United States for such training.

**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. Candidates must have a permanent, current, 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.

**Additional Requirements for Grades GS-12 and Above:** Candidate must have knowledge, skill, and abilities appropriate to the positions (s) being filled. Experience and training must have been progressive and responsible, demonstrating good knowledge of current principles, practices, methods, and techniques in the field of medicine. The requirements below are grouped according to types of programs.

**Clinical and Training Programs:** With 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 substitute for training essential for performing specialized duties. The length of 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 certificate of qualification to participate in evaluating the quality of residency programs, and to determine there requirements for certification. Medical Officers in clinical and training programs practice medicine in hospitals, clinics, or other medical facilities where there is direct services to patients. Graduate training and experience must, therefore, be well rounded:

### **General Practice positions**

GS-12: 2 years of graduate training or equivalent experience and training.

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

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:**

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

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

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

**PHS Licensure Policy:** Each PHS physicians must possess and maintain a current and unrestricted license in a State (you must provide a copy of license).

**Supervisory or Management Abilities:** Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed below:

- A. Assigned to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- B. Accomplish the quality and quantity of work expected within set limits of cost and time.
- C. Plan own work and carry out assignments effectively.
- D. Communicate with others effectively both orally and in writing, in working out solutions to problems or questions related to the work.
- E. Understanding and further management goals as these affect day-to-day work operations.
- F. Develop improvements in design new work methods and procedures.

**In addition** to the ability required above, candidates must also possess, or have the potential to develop, the ability to:

1. Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view;
2. Plan and adjust work operations to meet emergency or changing program or production requirement within available resources and with minimum of quantity of work;
3. Establish program objective or performance goals and to assess program toward their achievement;
4. Coordinate and integrate the work activities and resources of several organizational segments or several different projects;
5. Analyze organizational and operational problems and develop timely and economical solutions;
6. Represent the activity both within and outside the organization or agency and to gain support for the agency's program goals.

**Personal Attributes:** Candidates for all supervisory/managerial position must demonstrate all of the following personnel qualities:

- a. Objectivity and fairness in judging people on their ability, and situations on the fact and circumstances;
- b. Capacity to adjust to change, work pressure, or difficult situations without undue stress;
- c. Willingness to consider new ideas or divergent points of view;;
- d. Capacity to "see the job through";
- e. Understanding of the ability to work with American Indians and Alaska Natives.

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**TIME IN GRADE:** Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

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**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

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**METHODS OF EVALUATION:** 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 will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's).

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.

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**SUPPLEMENTAL QUESTIONNAIRE on KNOWLEDGE, SKILLS, AND ABILITIES (KSA):** On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

**KSA's Medical Offer (Administration), GS-0602-13/14/15:**

1. Ability to exercise managerial responsibility for the planning, development, organization, integration, administration and evaluation of the health care delivery system or services.
2. Knowledge of Indian Health Service policies, procedures, rules and regulations, or equivalent.
3. Knowledge and ability to establish and maintain interpersonal relationships with tribal officials, community organizations, and Area Office staff, or equivalent.

**HOW TO APPLY/REQUIRED FORMS (Incomplete applications will not be considered):** We may hire at any of the grade or locations shown in this announcement. You are encouraged to indicate which grade level(s), salary, or location for which you wish to be considered.

1. Applicants may use on the following to apply: (1) OF-612 Optional Application for Federal Employment, **or** (2) Resume (See requirements in **Attachment A**).
2. If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or formal employee, and/or if requesting Reinstatement Eligibility.
5. Copy of current unrestricted **Medical License**.
6. Copy of official college transcripts. Education will not be given credit without them. To claim credit or if you are substituting education for experience, you are required to provide evidence of the education by providing a copy of your official transcript.
7. Completed PL 101-630 Questionnaire (**Child Care Form – attached**)
8. Complete Optional Form 306, available here: [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)
9. Completed Selective Service Registration Form (form attached).
10. Completed Work Location Availability Form (Form attached).
11. Written Responses to the Knowledge, Skills, and Abilities (KSA). **OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score.
12. Commissioned Corps Officer: (1) latest COER, (2) Medical License, (3) Complete PL 101-630 Questionnaire, (4) current Billet Description, and (5) BIA FORM 4432 if claiming Indian Preference.

**Application and required forms must be identified by this announcement number and submitted to the address below:**

**Southwest Region - Office of Human Resources  
ATTN: Debbie Harvey (WRSU-09-006-OCA)  
Whiteriver Service Unit  
PO Box 860  
200 West Hospital Drive  
Whiteriver, AZ 85941**

**Phone:** (928) 338-3545  
**Fax:** (928) 338-3534

Facsimile is acceptable – this office is not responsible for incomplete transmissions. All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening can be obtained at [www.opm.gov](http://www.opm.gov), or at USAJOBS [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or check the IHS Website at [www.ihs.gov](http://www.ihs.gov). All documents are subject to the provision of the Privacy Act (PL 96-579) and become the property of Department of Health and Human Services (DHHS).

**Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.**

Human Resource Specialist:           (Call 928-338-3545 to contact a Human Resources Specialist.)           Date: 01/26/2009

IHS OPERATED PROPERTIES ARE "TOBACCO FREE."

## ATTACHMENT A

**Resume Requirements** - Your resume or other application format must contain the following information to allow for qualification determination.

- Identify your application/resume by the announcement number, title and grade(s)
- Full Name (first, middle, last ~ include other names used, i.e., maiden name)
- Mailing Address
- Phone Number where you can be reached
- Email Address (if applicable)
- Social Security Number
- Country of citizenship
- Education: list high school and colleges attended, type of degree (list major) received, date of degrees conferred, and city and state of school.
- Work Experience: (include non-paid work as well as paid)
  - Job Title (if Federal employment, indicate series and grade)
  - Duties and Accomplishments
  - Employer's name and Address
  - Employer's name and phone number
  - Starting and ending dates of employment (month/year)
  - Hours of work per week
  - Salary
  - Indicate if you do not want us to contact your current supervisor  
(If not specified, it will be assumed that we may do so)
- List job related training (title, year obtained, hours of training)
- Honors or awards received
- License or certificates obtained (submit with application)
- Special accomplishments (i.e., publications, memberships, leadership and community recognition, etc)

Indicate if you do not want your current supervisor contacted for reference purposes.

## ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you MUST also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you MUST also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you MUST also meet ALL of the following:
  - (a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy MUST be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
  - (b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
  - (c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  - (d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application MUST include ALL documents that support your claim of eligibility for priority consideration – RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
  - (e) Be rated “well qualified” for this position. A numerical rating of 85 is considered to be well qualified for this position.

**Addendum to Declaration for Federal Employment (OF 306)**  
**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:** Medical Officer (Admin) **Announcement Number:** WRSU-09-006-OCA

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, contact or prostitution; or crimes against persons? 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.**