



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



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: IHS-OCA-BAO-09-008
OPENING DATE: JANUARY 1, 2009
CLOSING DATE: DECEMBER 31, 2009 – OPEN CONTINUOUS MPP/ESP
AREA OF CONSIDERATION: GOVERNMENT WIDE and any qualified Indian Preference candidate

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in Indian Health Manual, Part 7, and 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.

POSITION TITLE, SERIES, GRADE:

PHARMACIST

Salary Range:

GS-11, \$66,054 - \$80,913

(May be adjusted on Present/Former Federal Employees)

OFFICE LOCATION:

Bemidji Area IHS Facilities:

- **Cass Lake Indian Service, Cass Lake, MN**
- **Red Lake Indian Health Services, Red Lake, MN**
- **White Earth Indian Health Services, Ogema, MN**

This position is neither managerial nor supervisory

Area of Consideration: Government-Wide

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DIRECT HIRE AUTHORITY VACANCY ANNOUNCEMENT: Position(s) may be filled through Office of Personnel Management's delegated Direct Hire Authority (DHA). 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. Indian Preference **does** apply. The "rule of three," Veteran's preference and traditional rating and ranking of applicants **do not apply** to the Direct Hire process. For additional information on OPM's Authorization of DHA please visit www.opm.gov/employ/direct_hire/index.asp.

DESCRIPTION OF DUTIES: Under the general supervision of the Chief Pharmacist, the incumbent selects, obtains, prepares and dispenses only those medications that conform to standards of quality of potency, purity and effectiveness at the time they are administered or used by the patient. Computes dosage, weighs and measures drugs, mixes and compounds drugs and chemicals to determine proper dosage and evaluates permissible concentrations. Legally responsible for proper interpretation of prescriptions and the dispensing of medications and drugs as prescribed. Reviews inpatient and/or outpatient medical records for safety, appropriateness, and effectiveness of drug therapy by alerting the medical staff to any prescription or dosage that can be harmful or dangerous to patients. Properly stores and protects drugs and chemicals to prevent reactions from external influences. Consults and provides a wide range of drug information to the community and hospital or clinic staff. Counsels patients on safe and effective use including compliance with prescribed medications. Maintains an up to date working understanding of the Pharmacy Policy and Procedures, assures compliance with written procedures, and assures compliance with written procedures.

QUALIFICATIONS AND EVALUATIONS:

BASIC REQUIREMENTS: *Education:* Four-year bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education.

Licensure: All applicants must be licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

Additional Requirements for Grades GS-9 and Above:

GS-11: Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (Pharm.D.) degree; 1 year of professional pharmacy experience equivalent to at least GS-9; or, for research positions, completion of all of the requirements for a master's or equivalent degree in a related scientific field.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish basic colors.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: May be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards.

TIME-IN-GRADE REQUIREMENT: Candidates must have completed at least one year of service at the next lower grade level. Time-in-grade provisions do not apply under Excepted Service Examining Plan/Direct Hiring Authority.

EVALUATION METHOD: 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 described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs, and submit their answers and responses as a separate attachment. The information provided will be used to determine the "Best Qualified" candidates. **Failure to respond to the KSA questions may result in loss of consideration.**

Please address the following Knowledge, Skills, and Abilities (KSAs).

1. Professional knowledge in the field of pharmacy and aspects of the total pharmacy operations.
2. Knowledge of medicinal chemistry, pharmacokinetics, pharmacology, microbiology, pathology and toxicology to independently perform professional assignments.
3. Knowledge of proper drug use and potential side effects of certain drugs or medications to properly advise and counsel patients.
4. Knowledge of JCAHO requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment.

CONDITIONS OF EMPLOYMENT:

- Positions may be permanent, temporary, or term, and full-time or part-time.
 - Travel and relocation expenses **may** be paid accordance to the Federal Regulations.
 - No promotion potential beyond GS-11.
 - Position is non-supervisory.
 - In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who 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 vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
 - In accordance with the Child Services Act, applicants **must** complete addendum and submit it to the Human Resources Office with their application.
 - Candidates **must** possess and maintain a current, valid, active, unrestricted licensure, listing expiration date, from any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. New graduates must also possess this licensure as indicated with no grace period allowed.
 - Applicants must under go a background investigation and be able to qualify for appropriate security clearance, unrestricted access to secure areas. Subject to shift operations, to be on-call 24 hours a day, 7 days a week, independent of shift assignments. In addition to the normal salary range, w hen applicable requirements are met this position may provide additional compensation such as a Recruitment Bonus.
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WHO MAY APPLY:

Merit Promotion Candidates: Applicants will be accepted from status eligibles (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

A Veterans Employment Opportunities Act (VEOA) eligible who competes under Merit Promotion procedures and is selected will be given a career or career conditional appointment. Veterans' preference is not a factor in these appointments. To be eligible for a VEOA appointment, a veteran must be a preference eligible OR veteran separated after 3 or more years of continuous active service performed under honorable conditions.

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 ESEP.

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

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

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

CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP):

Surplus or displaced employees covered by the U.S. Department of Health & 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 & 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

ICTAat <http://career.psc.gov/chpublic/ictap.html>.

WHERE TO APPLY:

**Indian Health Service
Bemidji Area Human Resources
522 Minnesota Avenue
Bemidji, MN 56601**

TTY NUMBER: (301) 443-6394

- A copy of this announcement may be obtained by calling (218) 444-0473 or 0487. Vacancy Announcements may also be downloaded from the **OPM Website – USAJOBS** at <http://usajobs.opm.gov/> or **IHS Website** at <http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/Index.cfm>.
- Electronic applications **will be** accepted. Please send applications to BEMHR@ihs.gov. **ALL** supporting documents must be submitted by the closing date of the announcement (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's preference determination, Indian Preference, education, training and/or experience.
- Telefaxed copies of applications **will not** be accepted.
- All applications are subject to retention. NO requests for copies will be honored. Additional information will not be solicited by this office.

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.**
- 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.
- 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.

EMPLOYMENT ADVANTAGES

- Opportunities for professional growth & development while being part of a health team providing health service for the American Indian.
- Opportunity to gain insight into the social-economic & emotional problems confronting the American Indian and a chance to help serve their needs.
- Periodic salary increases and promotional opportunities.
- Eligibility for Federal Life Insurance and Health Insurance policies.
- Annual leave and sick leave. Annual leave begins at the rate of 13 working days per year for the first 3 years, then 20 days per year after 3 years, then 26 days after 15 years. Sick leave is at the rate of 13 working days per year.
- Ten paid Federal holidays.
- Retirement plan. Retirement contribution refundable if you leave Government service before eligible to retire. Also, Social Security coverage is required.
- Thrift Savings Plan (TSP) is optional and similar to a 401 K plan, with the government matching your contributions up to certain specified percentages. Highly recommended as a supplement to the retirement system.
- On-going in-service education and training opportunities.
- Uniform allowance paid each pay period.

EQUAL EMPLOYMENT: The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

REASONABLE ACCOMMODATION FOR DISABLED APPLICANTS: Reasonable accommodation is provided to applicants with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. If you need a reasonable accommodation for any part of the application and hiring process, please contact Geri Fox at (218) 444-0487. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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

REQUIRED DOCUMENTS:

1. Submit one of the following: SF-171, Application for Federal Employment (Rev 6-88); OF 612, Optional Application for Federal Employment; or a resume which must include information as defined in OPM Pamphlet, Applying for a Federal Job (OF 510). The OF-612 and the OF-510 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
3. A written response to each KSA identified. In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the ranking processing.
4. For current civil service employees and reinstatement eligibles, a copy of your most recent SF-50 (Notification of Personnel Action).
5. Indian Preference applicants - to obtain preference, applicants must provide a completed copy of BIA Form-4432, Verification of Indian Preference for Employment in the Bureau of Indian Affairs.
6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. If you are substituting education for experience or there is a positive education requirement, you must submit a copy of your college transcript. OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript.
8. Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker, OMB Form No. 0917-0028 (expires 2/28/09) is required for IHS positions. Form may be downloaded from http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection.doc.
9. OF-306, Declaration of Federal Employment is required 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 http://www.opm.gov/forms/pdf_fill/of0306.pdf.
10. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf. The form is used for statistical purposes only and will not be forwarded to the selecting officials.
11. PLEASE INDICATE ON YOUR APPLICATION OR RESUME, WHICH LOCATION(S) YOU ARE INTERESTED AND TYPE OF POSITION: PERMANENT; TEMPORARY; OR TERM AND FULL-TIME OR PART-TIME

FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.

For further information, please contact: Geri Fox, (218) 444-0487.

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:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE (Current, former, or displaced)
<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>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.</p> <p>Preference will not be given unless a copy of the 4432 is attached to the application.</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>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.</p>	<p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p>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.</p>

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.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

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.