



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



## Vacancy Announcement

Announcement No.: **IHS-OCA-BAO-09-013**  
 Opening Date: **January 1, 2009**  
 Closing Date: **Open Continuous-MPP/ESEP**  
**Closes December 31, 2009**  
 Area of Consideration: **Government-Wide**  
 Any Qualified Indian Candidates

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**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, 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.

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**POSITION TITLE, SERIES, GRADE:**

Environmental Engineer  
 GS-819-5/7/9

**OFFICE LOCATION:**

Bemidji Area Indian Health Service

**SALARY RANGE:**

GS-05: \$35,135 - \$43,244  
 GS-07: \$43,521 - \$53,565  
 GS-09: \$53,234 - \$65,519

**DUTY STATION(S):**

Rhineland Office  
 Rhineland, WI  
 Or any Bemidji Area facility

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**This position is neither managerial nor supervisory**

**Number of Vacancies:**

**Positions to be filled as vacancies occur.** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/resumes on a year round basis and eligible qualified applicants are placed in the applicant supply file (ASF) for a period of six (6) months. This announcement may be used to fill jobs with multiple appointment terms: permanent, temporary, or term.

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

Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.

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**CONDITIONS OF EMPLOYMENT:**

- Positions may be permanent or temporary, term full-time, part-time or intermittent (work only when called).
  - Promotional Potential: Position may be filled at one of the grade levels listed above. Or depending on location some permanent positions may have promotional potential to GS-9 level.
  - Incumbents of these positions are Subject to call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled
  - Travel is required for up to 50% during construction season
  - You **must** be a U.S. citizen to qualify for this position.
  - Faxed Applications **WILL NOT BE ACCEPTED**
  - If a candidate outside the local commuting area is selected, travel will be paid.
  - **All supporting documents (SF-50, KSA, etc.) must be received to complete your application**
  - **Package and to receive consideration. All applicants must address/submit KSA's in order to be considered**
  - All application and required documents (See Required Documents on Page 4) **MUST** be received by **Close of Business** on the date this vacancy announcement closes.
  - **If you are submitting your application via Federal Express/Overnight delivery, please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery.**
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**BRIEF STATEMENT OF DUTIES:** The incumbent is responsible to the Rhinelander District Engineer, Division of Sanitation Facilities Construction for performance of assigned duties that include: collects and analyzes data on local water distribution systems, water storage facilities, sewage or waste treatment system for design of new construction (soil testing, slope and earth pressures, etc.). Incumbent receives formal and on-the-job instruction and training designed to provide familiarization with the functions and operations of the organization and to program experience in the practical application of basic environmental engineering principles, techniques, and concepts. Incumbent assists higher grade engineers, individually or as a team member, in the design and construction of selected, uncomplicated portions of environmental engineering facilities by performing such tasks as collection and analysis of data on local water distribution systems, water storage facilities, sewage or waste treatment systems, inspection of uncomplicated sanitation projects under contract to insure that proper specifications are being observed, sets and/or verifies location of grade stakes during construction per approved survey specifications, preparation of daily, weekly and/or monthly construction reports of projects assigned, preparation of technical specifications of construction materials, estimation of type, capacity, and cost of construction, equipment, and materials and compiles Final Report documents to closeout projects, following specific forms.

**COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT: (Education & Experience)**

**The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions click on link below:**

<http://www.opm.gov/qualifications/SEC-IV/A/GS-PROF.asp>

GS-05: Candidate must meet the basic requirements as follows: a. Degree: professional engineering; to be acceptable curriculum must be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; OR b. combination of education and experience, the adequacy of experienced must be demonstrated by 1—professional registration; or 2—written test; or 3—specified academic courses; or 4—related curriculum. See hyperlink directly above for more information on qualifications requirements.

GS-07: Candidate must have 1 year of specialized experience equivalent to at least the GS-05 grade level.

GS-09: Candidate must have 1 year of specialized experience equivalent to at least the GS-07 grade level.

**Specialized Experience** is professional engineering experience required is defined as non-routine environmental engineering work that required and was characterized by (1) professional knowledge of environmental engineering; (2) professional ability to apply such knowledge to environmental engineering problems; and (3) positive and continuing development of professional knowledge and ability.

Professional knowledge of engineering is defined as the comprehensive, in-depth knowledge of mathematical, physical, and engineering sciences applicable to an environmental specialty field of engineering that characterizes a full 4-year professional engineering curriculum leading to a bachelor's degree, or the equivalent.

Professional ability to apply engineering knowledge is defined as the ability to (a) apply fundamental and diversified professional engineering concepts, theories, and practices to achieve environmental engineering objectives with versatility, judgment, and perception; (b) adapt and apply methods and techniques of related scientific disciplines; and (c) organize, analyze, interpret, and evaluate scientific data in the solution of engineering problems.

Professional work in engineering, like that in other professions, is marked by continuing personal effort to keep abreast of the advancing and changing discipline. Continuing education in environmental engineering and related fields is an important element of full professional competence as an engineer that should be considered in evaluating the qualifications of applicants for professional environmental engineering positions.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are show under "*Brief statement of Duties*" above. The specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

#### QUALITY OF EXPERIENCE:

Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he or she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors or employers may be made to obtain further information about the candidate's professional qualifications for the position.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates must have completed 52 weeks of service no more than 1 grade lower than the position to be filled.

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

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**EVALUATION METHOD:** 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 KSA=s either on their applications/resumes or as a separate attachment. The information provided will be used to determine the **Best Qualified** candidates.

**Responding to KSA's is REQUIRED and each KSA must be answered and a separate response must be made for each question.**

1. Demonstrated knowledge of Public Law 86-121, Sanitation Facilities Act.
2. Demonstrated knowledge of environmental engineering concepts, principles and practices applicable to the full range of engineering duties concerned with design and construction of sanitation facilities.
3. Demonstrated knowledge of operation and maintenance problems peculiar to small but comprehensive water sewage and solid waste facilities.
4. Demonstrated knowledge of construction engineering concepts and practices applicable to sanitation facilities construction such as a) surveying, b) soils, and c) materials.
5. Demonstrated ability to communicate effectively, both written and orally, with technical staff, management, and Tribal groups.

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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**WHO MAY APPLY:**

**Merit Promotion Candidates (MP):** Applications will be accepted from status eligible's (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service.

**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 eligibles 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 eligibles 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 [WWW.OPM.GOV](http://WWW.OPM.GOV).

**The Veterans Employment Opportunity Act (VEOA)** gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

**Commissioned Corps Officers:** PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified at GS-07 (O-2 Billet). 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 must submit all other documents specified in this announcement including KSAs, transcripts, registration, etc.**

**Displaced Federal Employees:** Click on Links below:

Career Transition Assistance Program (CTAP): <http://career.psc.gov/chpublic/ctap.html>

Inter-Agency Career Transition Assistance Program (ICTAP): <http://career.psc.gov/chpublic/ictap.html>

**Reasonable Accommodation for Disabled Applicants:** 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 Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

**TTY NUMBER IS 301.443.6394**

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## **HOW TO APPLY:**

Submit appropriate forms as described below. Applications must be received by close of business (5:00 pm) on the closing date of this vacancy announcement.

## **APPLICATION PROCEDURES:**

Those desiring consideration must submit the following documents. **Failure to submit any of the following required documents will eliminate candidates from consideration for this position.** The required application documents must be received in the office specified at the top of the announcement no later than close of business (5:00 p.m.) on the closing date. The vacancy announcement number should be shown in Item 1 of the SF-171 or at the top of Optional Form 612 or resume. Documents submitted will not be returned to applicants. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g. copy of transcript).

## **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. 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](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.

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

**WHERE TO APPLY:**

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

- A copy of this announcement may be obtained by calling (218)-444-0473. 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 Bemidji Area Human Resources Office at (218)-444-0473.
- The deadline for receipt of complete applications is close of business of the closing date of this announcement.
- Electronic applications **will be** accepted. Please send applications to [BEMHR@ihs.gov](mailto: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. 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.

<b>Optional Application for Federal Employment</b> (Form number OF-612)	<b>Resume or Other written application format with information requested below.</b>
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\*\*\*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>Preference will not be given unless a copy of the 4432 is attached to the application.</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>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><b>FEDERAL EMPLOYEE</b> (Current, former, or displaced)</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>
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**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.

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| <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.

