DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT.

VACANCY ANNOUNCEMENT	OPENING DATE	CLOSING DATE
NAO-09-MPP/ESEP-J	**01-01-2009**	**OPEN CONTINUOUS**

POSITION TITLE/SERIES/GRADE	TITLE 38 SALARY RANGES:
Dental Officer, GS-680-11/12	**$91,530 To $175,000 Per Annum***

*Other additional compensation which a Dentist may be eligible for are Relocation Incentive (maximum of 25% of base pay); Initial or Renewal of Retention Incentive (maximum of 25% or base pay when necessary); Travel and moving at Government expense for permanent change of station.

DUTY STATIONS:

- Chinle Comprehensive Health Care Facility & Clinics, Chinle, Arizona
- PHS Indian Hospital, Crownpoint, New Mexico
- PHS Indian Hospital & Clinics, Fort Defiance, Arizona
- Gallup Indian Medical Center & Clinics, Gallup, New Mexico
- PHS Indian Health Center, Kayenta, Arizona
- Northern Navajo Medical Center & Clinics, Shiprock, New Mexico

TRAVEL/MOVING EXPENSES: May be paid for eligible employee in accordance with Federal Travel Regulations.

GOVERNMENT HOUSING: Government housing may be available at some locations.

AREA OF CONSIDERATION: Nationwide

NUMBER OF VACANCIES: **Applications are being accepted from all interested parties, regardless of where they may reside, *for placement in the Competitor Inventory for future referral when vacancies occur*.** Positions may be permanent or temporary, full-time, part-time or intermittent (work only when called). See "HOW TO APPLY" for submission information. If an initial or original appointment to a temporary or term appointment is made from this vacancy announcement, the original action or appointment could be extended **without** further announcement of the position.

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 complete and sign the required "Addendum to the Declaration for Federal Employment." Responding "Yes" to any one of the two questions can make you ineligible for employment in the position.

PROMOTION POTENTIAL: Positions may be filled at one of the grade levels listed above. Depending on the location, some permanent positions have promotion potential to the GS-12.

DUTIES: Dental Officer advises, administers, supervises or performs professional and scientific work in the prevention, diagnosis and treatment of disease, injuries and deformities of the teeth, the jaw, organs of the mouth, and

other structures and connective tissues associated with the oral cavity and the masticatory system. Performs other duties as assigned.

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC REQUIREMENTS: ***Education:*** Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school. ***Licensure:*** Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico.

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

IN ADDITION TO THE BASIC REQUIREMENTS: For the GS-680-12, applicants must have one the following types of experience and/or training.

- Post-licensure professional experience in the general practice of dentistry.
- Approved internship training.
- Approved residency training.
- Graduate-level study in an accredited dental school.
- Post-licensure professional experience in a specialized area of practice.
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

For specialist positions, experience and/or training must clearly establish the applicant's status as a specialist. For the GS-12: Two years of professional dentistry experience and/or training; or superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past 5 years, would fall into the upper half of the group.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish shades of color.

SELECTIVE PLACEMENT FACTOR: Each PHS dentist must possess and maintain a current, valid dental license in a State. Applicants must meet this requirement prior to employment.

TIME-IN-GRADE REQUIREMENTS: Candidates must have completed at least 52 weeks at the GS-09 level to qualify for the GS-11 level; and 52 weeks at the GS-11 level to qualify for the GS-12.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the date a certificate is issued.

CONDITION OF EMPLOYMENT: Immunization Requirements - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, 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.

REASONABLE ACCOMMODATION: 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 the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standards Handbook, Series GS-680, for complete information. Substitution of education for experience will be made in accordance with those standards. For more

complete information, contact your Human Resources Office. Recent graduates must submit official college transcripts (doctoral) with their applications. **Education may not be substituted for the required specialized experience at the GS-12 grade level.**

WHO MAY APPLY

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

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

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 provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from 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).

Veteran's Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Area Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resume. When required by the vacancy announcement, these applicants must provide specific information related to any knowledge, skills and abilities which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEE REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
   A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
      1. Received a specific RIF separation notice; or
      2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      3. Retired with a disability and whose disability annuity has been or is being terminated; or
      4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
      5. Retired under the discontinued service retirement option; or
      6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR,
   B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position form which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documenting selective factor, equality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to the position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to work independently.
2. Ability to meet and deal with a variety of individuals.
3. Ability to communicate in writing.
4. Ability to communicate orally.
5. Ability to make sound conclusions.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Navajo Region Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, AZ 86515-9020. For more information, contact: Ida Natonabah, Human Resource Specialist, at (928) 871-1432.

1. OF-612, Optional Application for Federal Employment; **or,**
2. SF-171, Application for Federal Employment; **or,**
3. *Resume; **or,**
4. *Any other written application format;

PLUS Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an official **Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS", Form 4432**, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference.

NOTE: "Declaration for Federal Employment" (OF-306) and Addendum must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **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.**

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed as follows in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED AS FOLLOWS MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held);
8. High School - Name, City, State (zip code if known), and date of Diploma or GED.
9. Colleges and Universities - Name, City, State (zip code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned); preferably attach transcripts.
10. Work Experience (paid and non-paid):Job, title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates(month/year), hours per week, and salary.
11. Indicate if we may contact your current Supervisor;
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

E-MAILED OR TELEFAXED APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: Applicants 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, education, training and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE REGISTRATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service Systems.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Ida Natonabah 02-23-2009

HUMAN RESOURCE CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-09-MPP/ESEP-J. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
DENTAL OFFICER, GS-680-11/12

1. **ABILITY TO WORK INDEPENDENTLY.** This is the ability to plan, organize and prioritize work under pressure, with little or no supervision. This includes the ability to perform multiple procedures simultaneously often with no assistance and to use initiative while being creative and versatile in a variety of situations. What in your background shows you possess this ability?

   What was the duration of these activities?

   Who can verify this information? (Please provide telephone number.)

2. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** This is the ability to be persuasive in gaining the confidence and cooperation of others and the ability to exercise tact, diplomacy and mature judgement in meeting and dealing effectively with patients. This includes the ability to establish effective working relationship or achieve desired goals in dealing with colleagues and other healthcare professionals for purposes of providing quality health care to patients. What in your background shows you possess this ability?

   What was the duration of these activities?

   Who can verify this information? (Please provide telephone number.)

3. **ABILITY TO COMMUNICATE IN WRITING.** This is the ability to express oneself in writing in a clear, concise manner for a variety of purposes such as correspondence, instructions, reports, to individuals and groups for the purpose of giving and receiving information. Also documentation of patient evaluation and treatment plans. This includes the ability to understand and correctly interpret medical and healthcare practices and procedures. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

4. **ABILITY TO COMMUNICATE ORALLY.** This is the ability to provide training to staff, patients and other healthcare professionals at various levels of understanding. This includes the ability to communicate orally in order to educate and clearly explain complicated concepts in simple terms. What in your background shows that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

5. **ABILITY TO MAKE SOUND CONCLUSIONS.** This is the ability to research, extract, understand and correctly interpret health care data from multiple sources. This would include the ability to organize factual information and to interpret and evaluate it in a logical manner in order to arrive at objective, supportable conclusions or recommendations of treatment. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

CERTIFICATION

I certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

_____ _____

Signature of Applicant (Sign in ink) Date