



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



Vacancy Announcement

Announcement No: IHS-OCA-09-014

Opening Date: January 1, 2009

Closing Date: Open Continuous- MPP/ESEP

- December 31, 2009

Area of Consideration: **Government Wide**

And Any Qualified Indian Candidates

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.

POSITION TITLE, SERIES, GRADE

- Medical Technician
- GS-645-5
- GS-645-6
- GS-645-7
- Medical Technologist
- GS-644-7
- GS-644-9

OFFICE LOCATION:

Bemidji Area IHS:

- White Earth Health Center, Ogema, MN
- Cass Lake Indian Hospital, Cass Lake, MN
- Red Lake Indian Hospital, Red Lake, MN

SALARY RANGE:

Medical Technician

- GS-645-5 \$30,772 - \$40,005
- GS-645-6 \$34,300 - \$44,589
- GS-645-7 \$38,117 - \$49,553

Medical Technologist

- GS-644-7 \$41,289 - \$51,333
- GS-644-9 \$49,139 - \$61,424

Area of Consideration: **Government Wide**

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 or until the Vacancy announcement closes which ever comes first. 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.

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 and may be eligible for promotion depending on the career ladder of the position being filled.
 - 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 and relocation expenses **may** be paid.
 - Position does **not** contain supervisory responsibilities.
 - You **must** be a U.S. citizen to qualify for this position.
 - Faxed Applications **WILL NOT BE ACCEPTED**.
 - 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
 - Response to the **KSAs is REQUIRED and each KSA must be responded to separately.**
 - All application and required documents (See Required Documents on Page 4) **MUST** be received by **5:00 PM** Central Standard Time (**CST**) 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: Incumbent serves as Medical Laboratory Technician in the Clinical Laboratory responsible for the application, modification, and adaptation of analytical methods and procedures in the performance of a variety of tests and examinations on human body fluids, tissues, and/or other substances obtained from patients aged newborn through geriatric. Adheres to an approved quality control program on selected tests. Performs a wide range of clinical laboratory tests and examinations as requested by the healthcare provider to assist in clinical diagnosis, patient screening, patient therapy monitoring and status, or other authorized purposes. Performs standardized procedures in accordance with established methodology manuals, technical references and policies, exercising judgment in locating and selecting appropriate guides and references to apply. Performs non-standard procedures involving the use of methods, techniques, instructions, and other processes which are not covered in detail by written established guidelines or in approved laboratory procedures manual. Extracts appropriate quantities of venipuncture or capillary blood from patients and instructs patients and/or clinical personnel in the collection, preservation, and transportation of specimens. Sets-up, operates, and/or utilizes appropriate equipment, instruments, containers, and other devices and materials to perform qualitative and quantitative analysis of substances. Prepares solutions, stains, reagents, and media required to conduct tests/examinations, according to manufacturer's specifications. Interprets and evaluates results of tests/examinations in process and upon completion to recognize reactions and departures from the expected normal values; reports recurring abnormalities and deviations to the supervisor. Performs preventive maintenance, periodic inspections and testing of equipment and instruments, and documents and maintains instrument records. Performs other duties as assigned.

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:

Medical Technician

<http://www.opm.gov/qualifications/SEC-IV/A/GS-TECH.HTM>

<http://www.opm.gov/qualifications/SEC-IV/B/GS0600/0645.HTM>

GS-5: Candidate must have 1 year of specialized experience equivalent to at least the GS-4 grade level

GS-6: Candidate must have 1 year of specialized experience equivalent to at least the GS-5 grade level

GS-7: Candidate must have 1 year of specialized experience equivalent to at least the GS-6 grade level.

Medical Technologist

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

<http://www.opm.gov/qualifications/SEC-IV/B/GS0600/0644.HTM>

GS-7: Candidate must have 1 year of specialized experience equivalent to at least the GS-5 grade level

GS-9: Candidate must have 1 year of specialized experience equivalent to at least the GS-7 grade level

Specialized Experience: is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position.

Specialized experience that is creditable is demonstrated experience in technical medical laboratory support work such as performing laboratory tests and examinations (chemical, microbiologic, hematologic and blood banking) and preparing reports of finds or (b) technical support work in a closely related field, e.g., biological laboratory technician work that required application of the methods and techniques for the position to be filled. 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.

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.

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.

KSA's for Medical Technician, GS-645-05/06/07

1. Knowledge of medical technology concepts, principles, and practices sufficient to perform all necessary functions of a clinical laboratory program.
2. Knowledge of quality control, and proficiency testing to assure the reliability of data.
3. Knowledge of the medico legal and accrediting/regulatory requirements of CMS, CAP, JACHO, OSHA, and the FDA.

KSA's for Technologist, GS-644-07/09

1. Knowledge of medical technology concepts, principles, and practices sufficient to develop and implement a full service laboratory program
2. Knowledge of quality control, work lead reporting, and proficiency testing to design programs to assure the reliability of data and measure of laboratory productivity.
3. Knowledge of the medico legal and accrediting/regulatory requirements of CMS, CAP, JACHO, OSHA, and the FDA
 - These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.

WHO MAY APPLY:

Merit Promotion Candidates (MP): Applications will be accepted from status preference eligible candidates (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 eligible applicants 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.**

Veterans' 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 must 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.

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. 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.**

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and 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 displaced Federal employees who meet all education and experience requirements, applicable selective factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP:** <http://career.psc.gov/chpublic/ctap.html> and for **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 (218) 444-0467. The decision on granting reasonable accommodation will be on a case-by-case basis.

TTY NUMBER IS 301.443.6394

HOW TO APPLY

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. **A written response to each KSA.** 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 evaluation and ranking processing.
 - **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

REQUIRED DOCUMENTS (if applicable)

3. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
4. Current civil service employees and reinstatement eligible applicants **must submit 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 Form BIA- 4432**. Applicants who wish to receive Indian Preference **MUST** submit the Form BIA-4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.
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 if 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]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of 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. The form is used for statistical purposes only and will not be forwarded to the selecting officials.

HOW TO SUBMIT YOUR APPLICATION

1) You may submit your application by U.S. Mail or other commercial carrier.

Applications may be mailed to the following address:

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

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

2) You may submit your application in person.

If you wish to submit an application in person, please bring your application to:

Federal Building
522 Minnesota Avenue NW,
Bemidji, MN 56601

3) You may submit your application by email.

If you wish to submit your application by email, you may send it to the following email address:

BEMHR@ihs.gov

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS, <http://www.usajobs.gov>** or **IHS Website, www.ihs.gov**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

Faxed applications will not be accepted.

All applications along with all supporting documents must be submitted by close of business 5:00 pm Eastern Time (ET) on the closing date of this vacancy announcement. We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date.

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact, Human Resources Specialist, at (218) 444-0487.
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, “Declaration for Federal Employment”** 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.
- **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 IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

