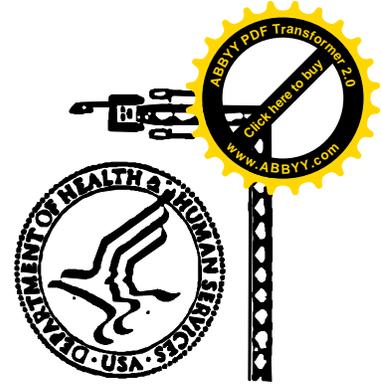




DEPARTMENT OF HEALTH AND HUMAN SERVICES



**NAVAJO AREA
INDIAN HEALTH SERVICE**

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT

NAO-09-20

OPENING DATE

04-28-09

CLOSING DATE

05-18-09

POSITION

Supervisory Sanitarian

LOCATION AND DUTY STATION

Navajo Area Indian Health Service, Division of Environmental Health & Engineering, Division of Environmental Health, Window Rock, AZ

GRADE/SALARY

GS-688-13; \$80,402 - \$104,525 per annum

NUMBER OF VACANCIES: One Vacancy (AO3221)

APPOINTMENT

■ PERMANENT

WORK SCHEDULE

■ FULL TIME

AREA OF CONSIDERATION

■ DHHS WIDE

SUPERVISORY/MANAGERIAL

■ YES, MAY REQUIRE ONE YEAR PROBATION

PROMOTION POTENTIAL

■ NO KNOWN POTENTIAL

HOUSING

■ PRIVATE HOUSING ONLY

TRAVEL/MOVING

■ MAY BE PAID FOR ELIGIBLE EMPLOYEES

DUTIES: The purpose of this position is to serve as the principle consultant and advisor to the Director, Office of Environmental Health and Engineering (OEHE) for all environmental health service issues. Plans, implements, directs and evaluates a comprehensive environmental health program for the Navajo Area Indian Health Service. Incumbent is responsible for developing the area Division of Environmental Health Services workplan. Identifies needs and compares them with existing resources. Using public health principles, incumbent sets program priorities, establishes objectives and evaluates performance. Responsible for monitoring and evaluating environmental surveillance activities for the Navajo Area and insures that these activities take place in accordance with Federal, Tribal and State requirements. Annually reviews and evaluates each service unit's environmental health services programs. Compares results with established program objectives and guidelines. Makes appropriate recommendations for the improvement of program activities. Responsible for reviewing personnel staffing needs. Periodically reviews position descriptions and makes modifications consistent with changing program needs. Serves as the area technical authority on water quality, waste management, food protection, community injury control, vector control, communicable disease investigation and control of plague, Hantavirus, hepatitis, food poisoning, etc. Modifies, formulates and implements policies, procedures, and programs for controlling and/or preventing environmental problems on the Navajo Nation. Develops new Area guidelines, methods and procedures and revises existing ones for development, maintenance and improvement of the Environmental Health Program. Assures compliance with IHS policies and guidelines. Collaborates and coordinates program activities with other Area staff, Tribal agencies and other officials from state and federal agencies. Provides technical consultation to BIA, Navajo Tribe and other agencies on environmental health problems. Responsible for assuring that epidemiological investigation involving exposure to toxic products, radiation or outbreaks of environmentally related diseases or injuries are completed in order to limit their spread and prevent future cases. Provides direction and technical support to field staff regarding control activities. Assures the implementation of Area-wide community injury control initiatives in accordance with the OEHE program objectives and policy. Provides direction and technical support regarding the review of plans and specifications on new construction or major renovations of PHS, BIA, State, Tribal or commercial establishments on the Navajo Nation. As required, coordinates this activity with other state, federal, county or tribal environmental health professionals. Responsible for assuring that all major correspondence and reports from the Area regarding Environmental Health Services are reviewed for technical accuracy and proper English usage. Provides consultation to physicians, nurses, BIA staff, commercial operators, private individuals and Navajo Tribal officials on a wide range of environmental health issues. Performs other duties as assigned.

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

BASIC QUALIFICATION: *Education (for GS-5 positions):* A full 4-year course of study that meets all the requirements for a bachelor's degree, and that included or was supplemented by at least 30 semester hours in a science or any combination of sciences directly related to environmental health (such as sanitary science, public health, chemistry, microbiology, or any appropriate agricultural, biological, or physical science). **OR**



Experience (for GS-5 positions): Four years of experience in inspectional, investigational, technical support, or other responsibilities that provided a knowledge and a fundamental understanding of, and the ability to use, environmental health principles, methods and techniques equivalent to that which would have been gained through a 4-year college curriculum. **OR**

A combination of education and experience as described above.

In addition to meeting the basic requirements, applicant must have had 52 weeks of specialized experience equivalent to the GS-12 grade level.

SPECIALIZED EXPERIENCE: Experience in developing, evaluating, and advising on programs designed to prevent and eliminate environmental health hazards. Examples of qualifying specialized experience include analyzing substances to determine contamination or the presence of disease, or resolving environmental health problems through collection, tabulation, and evaluation of environmental sanitation data and development and implementation of plans to eliminate or control environmental health hazards.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision.

- Ability to assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions related to the work.
- Ability to understand and further management goals as these effect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.

SELECTIVE PLACEMENT FACTOR: Registered Sanitarian or Registered Environmental Health Specialist as demonstrated through successful completion of the National Environmental Health Association Professional Registration Examination or any state equivalent licensure.

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

CONDITION OF EMPLOYMENT: Immunization Requirement - 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 Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series GS-688 for complete information. Education may not be substituted for the required specialized experience.

WHO MAY APPLY

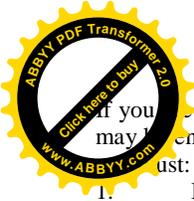
Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Federal Service who are entitled to Indian Preference.

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 for Federal Employment, whether their application is submitted under the IHS Excepted Service 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).

Veterans: 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.

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



- currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or 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 limits) 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 are 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 EMPLOYEES 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 from 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 documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the 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 by submitting official transcripts and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants submit specific information related to any knowledge, skills and abilities which are being used as selective factors. Commissioned Corps applicants are also required to submit proof of Indian Preference and proof of possession of the appropriate license.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this 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 or the position. Describe your qualifications in each of the following:



1. Ability to plan, organize, supervise and review a comprehensive environmental health program.
2. Knowledge of personnel management, effective management practices and program formulation.
3. Knowledge of environmental health and injury prevention.
4. Ability to communicate orally and in writing.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

Applicants claiming Indian preference must submit with the employment application, a properly completed and signed copy of the **Bureau of Indian Affairs (BIA) Form BIA-4432, "Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service."** Current employees with acceptable proof on file in their Official Personnel Folder are still required to submit a copy of the documentation with their application. **Indian preference will not be given unless the Form BIA-4432 is attached to the application.**

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.**

HOW AND WHERE TO APPLY: All applicants, submit one of the following to the Navajo Area Indian Health Service, Human Resources Branch, P. O. Box 9020, Window Rock, Arizona 86515, by close of business on the closing date:

FOR MORE INFORMATION CONTACT: Angela Segay, Human Resource Specialist at (928) 871-1421.

1. OF-612, Optional Application for Federal Employment; or
2. SF-171, Application for Federal Employment; or
3. *Resume; or
4. *Other written application format or a copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below 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 #8 (HIGH SCHOOL), #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 BELOW 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. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10 point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
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).
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.

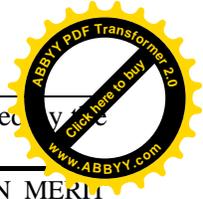
ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

APPLICATION OR RESUMES RECEIVED VIA FAX OR E-MAIL WILL NOT BE ACCEPTED.

NOTE: 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.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was 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. In other than this, the IHS is an Equal Opportunity Employer.



SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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.

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-09-20. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.



SUPPLEMENTAL QUESTIONNAIRE
Supervisory Sanitarian; GS-688-13

1. **ABILITY TO MANAGE, PLAN, DIRECT, AND SUPERVISE A LARGE ENVIRONMENTAL HEALTH PROGRAM INCLUDING ASSIGNING & REVIEWING WORK OF SUBORDINATES, TRAINING, AND WORKING EFFECTIVELY WITH SUBORDINATES FROM A VARIETY OF BACKGROUNDS AND WITH DIFFERENT LEVELS AND AREAS OF EDUCATION/TRAINING.** This is the skill in planning and managing of multiple programs and projects, and directing and supervising through multiple intermediate supervisors, a complex and multi-faceted environmental health program at an area level. What in your background shows you possess this ability?

What was the duration of these activities?

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

2. **KNOWLEDGE OF THE CONCEPTS, PRINCIPLES, METHODS, AND TECHNIQUES OF ENVIRONMENTAL HEALTH & PUBLIC HEALTH; A BASIC KNOWLEDGE OF HEALTH LAWS, RULES, AND REGULATIONS; AND A THOROUGH KNOWLEDGE OF ENVIRONMENTAL & INJURY EPIDEMIOLOGY.** This is knowledge of environmental health & public health principles, epidemiology, and laws. What in your background shows you possess this ability?

What was the duration of these activities?

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

3. **ABILITY TO MEET AND DEAL WITH A VARIETY OF PEOPLE AND FEDERAL, TRIBAL, STATE, 638 CORPORATIONS, LOCAL, AND COMMUNITY ORGANIZATIONS.** This is the ability to meet with and deal with a variety of organizations and people both within and outside of IHS in order to gain their support and cooperation and to negotiate complex issues with them. What in your background shows you possess this ability?

What was the duration of these activities?

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



4. ABILITY TO COMMUNICATE TECHNICAL AND NON-TECHNICAL SUBJECTS BOTH ORALLY AND IN WRITING. This is the ability to communicate technical and non-technical material (including environmental health, occupational health, and epidemiological principles, and misc. scientific matters) and non-technical subjects (638 contract issues, administrative practices, etc.) clearly, both orally and in writing. What in your background shows you possess this ability?

What was the duration of these activities?

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

5. ABILITY TO DETERMINE SOLUTIONS TO PROBLEMS OR ISSUES RELATED TO PROGRAM GOALS AND WORK WHILE ACCOMPLISHING THE QUALITY AND QUANTITY OF WORK EXPECTED WITHIN SET LIMITS OF COST AND TIME. This is the ability to recognize problems, work out solutions and put them in place without undue strain on the resources available to the program. What in your background shows you possess this ability?

What was the duration of these activities?

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

CERTIFICATION

I CERTIFY that all of the statement 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

(Date)