

NAVAJO AREA INDIAN HEALTH SERVICE



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-09-040

OPENING DATE

April 21, 2009

CLOSING DATE

May 11, 2009

POSITION

FINANCIAL MANAGER

LOCATION AND DUTY STATION

NORTHERN NAVAJO MEDICAL CENTER
Division of Administrative Services
Branch of Financial Management
Shiprock, New Mexico

GRADE/SALARY

GS-505-12 \$67,613 - \$87,893 per annum
GS-505-13 \$80,402 - \$104,525 per annum

NUMBER OF VACANCIES

APPOINTMENT

PERMANENT

WORK SCHEDULE

FULL TIME

AREA OF CONSIDERATION

IHS WIDE

PROMOTION POTENTIAL

Yes, to GS-13, if selected at grade lower level.

SUPERVISORY/MANAGERIAL

YES, MAY REQUIRE ONE YEAR

HOUSING

PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE

WILL BE PAID

DUTIES: GS-12: This is an advanced trainee level position, established for the purpose of training the incumbent for higher graded duties. Position is identical to GS-13 with the following exceptions. Works under the supervision of the Health System Administrator who makes work assignments, provide continuing guidance and instructions on new assignments and the more complex aspects of the work; routine and/or less complicated duties are performed under general instructions, procedures and directives, accomplishment of objectives and for the purpose of determining further training or different types of assignments required. As the incumbent gains knowledge and experience, supervision will be relaxed until the employee is capable of functioning under the normal degree of supervision excepted at the next higher grade level. GS-13: Responsible for establishing and maintain the financial management functions of the Financial Management Program for the entire Shiprock Service Unit (NNMC and health centers), which is the largest service unit in the Navajo Area. This includes the budget formulation, budget presentation and budget execution, and including the maintenance of effective comprehensive financial system that is compatible with management needs. Develops and evaluates activities to ensure the coordination and control of financial resources. Provide professional financial management services in managing and directing the SSU Financial Management Program includes accounting, budgeting services and financial and statistical reporting, evaluation of activities and advisory services. In order to furnish timely data used in the direction, evaluation and control of operations at the various levels of management of field services. Proper management and coordination of the total financial activities and execution of the budget is essential to the management of the hospital of the hospital and ultimately the provision of timely and quality health care to its clients. Collaborates and advises with the Health Systems Administrator in the formulation and development of budget estimates; presentation of budget plans; analyzing approved budget plans; execution of approved budgets, and the maintenance of effective fund control policies and procedures. Plans and conducts necessary studies of individual accounts and cost centers which may include: commitment registers or similar records; object class coding of obligation documents; and cost distribution practices to assure reasonable of allocations and consistency of methodology. Oversee and direct individual hospital department budget. Coordinate overall financial and budgetary objectives and policies of the organization. Maintain financial oversight of funds expenditures and collections of Contract Health Services, Third Party Billing, Purchasing, Grants allocations, and other as appropriate. Coordinates and collaborates with other to plan, perform, and schedule the funding of new programs and activities of a substantive nature. Coordinates and correlate functions into an effective and broad system of financial control, ensuring the funds are within authorized limits. Collaborate with the executive management in the establishment and administration of personnel ceiling controls. Manages the day-to-day ledger maintenance and related operation for the classification and other recording of financial transactions, analyzing the results and interpreting the effects of transaction upon the financial resources of the organizations, applying accounting concepts to solve problems, negotiate, and render advice to meet the needs of management. Plans and schedules completion dates on a daily, weekly, monthly or quarterly basis and adjusts staff levels to achieve program requirements. Advises employees of performance requirements, reviews work status and progress and evaluate final work product. Independently plans and reviews program and work status, organizing priority projects and assignments and provides detailed guidance on unique situations, requirements, administrative and/or financial program changes or new or revised procedures or regulations. Directly supervises fifteen



(15) permanent full-time positions. Recommend promotions, assignments, status changes, performance awards and disciplinary actions for employees. Schedules and approves leave requests. Sets level of performance expected and conducted employee performance appraisals. Implements significant provisions of personnel management requirements such as position management and procedures, training and career development plans, leave, timekeeping/overtime policies and practices. Responsible for a leadership role in furthering EEO and Affirmation. Incumbent is required to possess a state's valid Driver's License to operate a government owned/leased vehicle in the performance of duties.

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

BASIC QUALIFICATIONS: Applicant must have had 52 weeks of specialized experience equivalent to GS-11 to qualify for the GS-12 level; 52 weeks of specialized experience equivalent to GS-12 to qualify for the GS-13 level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skill and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of the type of experience, which will be credited, are: planning, directing, acting and coordinating financial activities to support the mission of a program/facility. Includes reviewing of budget reports, status or revenues and expenditures, initiates financial planning, coordinate and implement the formulation and implementation of a systematic annual operating budget.

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 review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Accomplish the quality and quantity of work expected within set limits of cost and time.
- Plan own work and carry out assignments effectively.
- Communicate with others effectively both orally and in writing to work out solutions to problems or questions related to work.
- Understand and further management goals as these affect day-to-day work operations.
- Develop improvements in or design new work methods and procedures.

IN ADDITION TO THE ABILITIES REQUIRED ABOVE, candidates must possess, or have the potential to develop, the ability to:

- Deal effectively with individuals or groups representing widely divergent backgrounds, interest, and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resource and with minimum sacrifice of quantity or quality of work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate the work activities and resources of several organization segments or of several different projects.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

PERSONAL ATTRIBUTES: The attributes listed below are important to success in supervisory or managerial positions at all supervisory levels.

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances.
- Capacity to adjust to change, work pressures, or difficult situations without undue stress.
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

OTHER SIGNIFICANT FACTORS:

Due to the intense financial responsibility; incumbent must complete a background investigation in order to access the Unified Financial Management system (UFMS).

As required, the incumbent must have public trust clearance in order to access government financial management systems and/or information management systems.

Must perform element of the Chief Executive Officer's performance standard that are cascaded to the employee's performance standard. These elements are subject to change based on National, DHHS, Indian Health Service, and/or NAIHS agenda/initiatives.

Incumbent is required to possess a state's valid Driver's License to operate a government owned/leased vehicle in the performance of duties.

CONDITIONS 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.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be considered without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have had 52 weeks of service at the GS-11 level to qualify for the GS-12 level. 52 weeks of service at the GS-12 level to qualify for the GS-13 level.

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

••• NOTE ••• Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series GS-505, for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

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 Merit Promotion Plan, or both.

Commissioned Officers: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston Standards or the Civil Service Standards if no Preston Standard exists. These applicants must describe the experience gained in their two most recent positions and provide the 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 resumes. When required by the vacancy announcements, those applicants must submit specific information related to any knowledge, skills, and abilities that 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.

Veterans: 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, or those with a 30% or more compensable service-connected disability).

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

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation (CES), 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 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, and 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 Office of Personnel Management (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 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 submit 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 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 factor, 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 this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

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

1. Ability to effectively communicate factual information orally and in writing; e.g., explain and summarize the reasons for changes in funding needs to expenditures for specific programs in the budget.
2. Knowledge of Fiscal and budgetary rules, regulations, and procedures.
3. Ability to utilize Agency and internal financial management information technology systems.
4. Knowledge of administrative regulations, policies and procedures that pertain to personnel, procurement, travel, etc.
5. Ability to formulate budget policies and directives.
6. Ability to gather facts and interpret a variety of information.

HOW AND WHERE TO APPLY: All applicants must submit **one** of the following to the Northern Navajo Medical Center, Branch of Human Resources, P. O. Box 160, Shiprock, New Mexico 87420-0160, by 4:30 p.m., on the closing date.

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

Plus:

- BIA Form 4432.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

For applicants claiming Indian Preference A copy of an official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA official, must be submitted.

"**Declaration for Federal Employment**" (OF-306), and **Addendum** for Child Care & Indian Child Care Worker Positions form must be completed and submitted with **original** signatures 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 of these questions 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.

This position has been identified as a critical user of the Unified Financial Management System (UFMS). If selected for this position, you will be required to obtain a Public Trust Level 5 or 6 clearances which include a check of your credit history.

For more information, contact: Gloria Redhorse-Charley, HR Specialist, at (505) 368-6095; Email: gloria.redhorse-charley@ihs.gov.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would 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), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

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 veterans' preference determination, Indian preference, education, training, and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

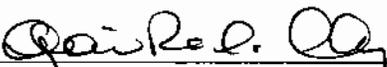
REASONABLE ACCOMMODATION: This agency provides accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selection 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 geographical location.

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

SELECTIVE SERVICE CERTIFICATION: 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 System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED 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

04/19/2009
Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-040 . ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE SHEET
Financial Manager, GS-505-12/13

1. ABILITY TO EFFECTIVELY COMMUNICATE FACTUAL INFORMATION ORALLY AND IN WRITING; E.G., EXPLAIN AND SUMMARIZE THE REASONS FOR CHANGES IN FUNDING NEEDS OR EXPENDITURES FOR SPECIFIC PROGRAMS IN THE BUDGET. The person in this position must be able to present information to individuals and/or agency, both through talking with them or through written, reports in a manner that utilizes tact, diplomacy, maturity and clarity so that critical information and data is conveyed. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. KNOWLEDGE OF FISCAL AND BUDGETARY RULES, REGULATIONS, AND PROCEDURES. The person in this position must have the knowledge of rules, regulations and procedures needed to formulate and execute budgets, monitor allowances, obligations and expenditures and to be able to provide guidance and/or recommendation on budgetary and fiscal matters. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. ABILITY TO UTILIZE AGENCY AND INTERNAL FINANCIAL MANAGEMENT INFORMATION TECHNOLOGY SYSTEMS. This is the knowledge to comply with established regulations and procedures relating various financial and/or budgetary operating systems. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. KNOWLEDGE OF ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT PERTAIN TO PERSONNEL, PROCUREMENT, TRAVEL, ETC. This knowledge of the body of administrative laws, regulations, policies and procedures by which DHHS and other Federal agencies are required to conduct business and provide support, direction, and guidance to employees. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

5. ABILITY TO FORMULATE BUDGET POLICIES AND DIRECTIVES. The person in this position should have knowledge of the rules and procedures related to preparation of the annual budget. It also includes an ability to analyze prior years workloads and project future workloads, collect and categorize statistic establish costs and projected budget needs, and prepare budget justifications. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

6. ABILITY TO GATHER FACTS AND INTERPRET A VARIETY OF INFORMATION. This includes knowledge of complex transactions related to buying and selling of products, and the ability to gather a variety of complete facts and draw viable conclusions. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

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

Signature of Applicant

Date