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

Vacancy Announcement

Announcement No.: **IHS-09-059**
Opening Date: **05-12-2009**
Closing Date: **06-02-2009**
Area of Consideration: **Local Commuting Area**
And Any Qualified Indian Preference 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:
Staff Assistant
GS-0301-05/07/09

SALARY RANGE:
GS-05: $33,269 - $43,251 PA
GS-07: $41,210 - $53,574 PA
GS-09: $50,408 - $65,531 PA

OFFICE LOCATION:
Indian Health Service
Office of the Director
Office of Environmental Health and Engineering
Rockville, Maryland

- Two (2) Permanent Full-Time positions.
- Position has known promotion potential to the GS-09
- Position does **not** contain supervisory responsibilities.
- Level 5 Background Investigation Clearance required.
- Travel and relocation **will not** be paid.
- Faxed Applications **will not be accepted.**
- Supporting Documents **ONLY** will be **accepted by fax at 301.594-3146.**
- **Response to the KSA's is REQUIRED and each KSA must be responded to separately.**
- You **must** be a U.S. citizen to qualify for this position.
- All applications and required documents (See Required Documents on Pages 4-5) **MUST** be received by **5:00 PM** Eastern Time (ET) the date this vacancy announcement closes.
- **If you are submitting your application via the U.S. Postal Service (regardless if it is Priority Overnight or Federal Express) please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery at this facility.**

BRIEF STATEMENT OF DUTIES: The incumbent provides administrative, analytical and clerical support as a Staff Assistant to the Director, Office of Environmental Health and Engineering (OEHE). Manages the flow of office work for the OEHE Director and staff. Ensures that administrative work and activities are completed timely and accurately. Performs typing, word processing, filing, etc. needed to maintain flow of work at a highly proficient level. Inputs, verifies, and maintains data in various system technologies that support OEHE daily workload and acts as the contact for Headquarters and field staff. Prepares electronic presentations for the

Director, OEHE and staff in final form. Plans, manages and directs tasks in support of the management of the programs, including: Maintains the OEHE Director and staff calendars and schedules appointments; assists in making necessary arrangements for conferences, including such matters as location, schedule, agenda, and attendance lists and attendance at the conference to prepare a report of proceedings; assembles background materials for supervisor. Makes all necessary arrangements for travel, including: arranging schedules and reservations; notifying organizations and officials to be visited; keeping in touch with supervisor and staff members en route; and preparing and submitting travel vouchers and reports for the Director. Assists in procuring necessary office supplies and equipment through agency channels and maintains budgets. Receives visitors to the OEHE Director and staff and screens all telephone calls by determining the nature and purpose of the call. Tracks controlled correspondence, Congressional responses and issues statements for OEHE Director.

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

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

http://www.opm.gov/qualifications/standards/group-stds/gs-admin.asp

GS-05: Candidate must have 3 years general experience, 1 year of which was equivalent to at least the GS-04 level **or** a 4 year course of study leading to a bachelor's degree.

GS-07: Candidate must have 1 year of specialized experience equivalent to at least the GS-05 grade level **or** 1 full year of graduate level education **or** superior academic achievement.

GS-09: Candidate must have 1 year of specialized experience equivalent to at least the GS-07 grade level **or** master's or equivalent graduate degree **or** 2 full years of progressively higher level graduate education leading to such a degree **or** LL.B. or J.D., if related.

- **Foreign Degree Note:** All foreign degrees must be evaluated by a nationally recognized accrediting agency. You must submit proof of such evaluation and/or conversion.

- **Applicants Please Note:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualification (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:

  http://www.ed.gov/admins/finaid/accred/index.html.

- All education claimed by applicants will be verified by the appointing agency accordingly.

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. ***Examples of specialized experience that is creditable includes: demonstrated experience in managing the administrative functions of a office; experience with electronic system applications; conducting research, analyzing, identifying, issues and determining solutions; experience meeting and greeting the public in an efficient manner; and receiving and screening telephone calls. Performs typing, word processing, and filing to maintain a highly proficient office.*** **Brief statement of duties includes other experience that is creditable specialized experience.**

Applicants must clearly demonstrate in their application that they possess strong qualifications/experience required of this position. 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 than1grade 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 **K**nowledge, **S**kills, and **A**bilities (**KSA**), described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA(s). The information provided will be used to determine the "Best Qualified" candidates.

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

1. Knowledge of a variety of administrative procedures and regulations necessary for efficient operation of the office.

2. Knowledge of correspondence policy and procedures, including proper grammar, punctuation, spelling, sentence format, report preparation and requirements.

3. Ability to identify, resolve office problems and deal effectively with others.

4. Skill in operating a personal computer and related software for work processing, database management, electronic mail, calendar, spreadsheet, etc.

5. Ability to communicate effectively, orally and in writing with individuals at all levels of the organization.

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 applicants who are status eligible (e.g., reinstatement eligible http://www.usajobs.opm.gov/ei2.asp 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: If you have served on active duty in the U.S. Armed Forces and were separated under honorable conditions you may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990 and January 2, 1992 or for more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom or in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

To claim veterans' preference, veterans must submit 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 specifics on all veterans employment issues such as Veterans' preference or special appointing authorities see the VetGuide.

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 Manuel, 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

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HOW TO APPLY

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 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, **if selected**, **will be required to provide a copy of their most recent SF-50** (Notification of Personnel Action) to this office.

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
Division of Human Resources
801 Thompson Ave., Suite 120
Rockville, Maryland 20852

Note: 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:
12300 Twinbrook Parkway, Suite 230,
Rockville, Maryland 20852

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:
HQDHR@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 received 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 Jason Begay, Human Resources Specialist, at (301) 443-2830.

- **Reasonable Accommodation for Disabled Applicants:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

- **TTY NUMBER IS 301.443.6394**

- 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