

California Area IHS YRTC Recruiting

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IHS positions are announced to these applicant pools:

- Current/former permanent federal employees, veterans, Commissioned Corps, Indian preference candidates, and those with special appointing eligibility
- If the position is hard to fill, then the announcement is open to all U.S. citizens

What is Indian Preference in Employment?

Indian Preference affords absolute hiring preference to qualified Indian individuals. Categories of preference are:

- A - Members of federally recognized Indian tribes, bands, or communities
- B - Descendants of category A who were residing on any Indian reservation on June 1, 1934.
- C - Persons who possess at least one-half degree Indian blood derived from tribes indigenous to the United States
- D - Alaska natives

How is Indian preference in employment documented?

In order to receive preference, the applicant **must** submit a valid “Verification of Indian Preference for Employment in the Bureau of Indian Affairs and Indian Health Service Only,” form BIA 4432.

A Little Bit About Indian Preference in IHS Employment:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473).

Applies to all vacancies no matter what. Qualified Indian Preference candidates are referred first.

Overrides veteran's preference.

A Little Bit About Veteran's Preference in Federal Employment:

Applies to hiring certificates from announcements open to U.S. citizens, and to Indian Preference candidates. Veteran preference eligibles get points added to their examination score, and non-veterans cannot be selected over a higher scoring veteran preference eligible.

Applicant must submit their DD-214, Certificate of Release or Discharge from Active Duty and in some cases, other supporting documents.

What is the California YRTC Recruitment Process in a Nutshell?

- Vacancy is posted at www.usajobs.gov and <https://www.ihs.gov/jobs/index.cfm?module=home>
- After the vacancy closes, hiring certificates of eligible candidates are produced. Those who make the hiring certificates are qualified for the position and meet all eligibility requirements
- Selecting official works the hiring certificate - reviews resumes, checks references, does interviews, recommends selection, etc.
- Area Director approves selection
- Person passes pre-employment fingerprinting
- Person is hired

How Do I Meet Qualifications and Eligibility?

- First, read the announcement very carefully. There will be a section on who may apply and qualifications requirements
- You must be at least 16 years old, and a U.S. citizen
- You must meet suitability requirements for federal positions

How Do I Meet Qualifications and Eligibility?

- You must also meet the character requirements of Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act (25 USC 3202), Section 408:

You **must not** have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense, or any of two or more misdemeanor offenses, under federal, state, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

How Do I Apply?

- Sign in or create an account at www.usajobs.gov
- Search for the job you want to apply for (see job aid)
- Click “apply online”
- Upload your resume and other documents
- Click on “apply for this position now!”
- You will then be directed to a questionnaire; make sure to answer every question
- Click on “submit my answers”

How Do I Follow Up on My Application?

- Go back into your USAJobs account
- Click on “application status”
- Click on “details”

Problems?

Application Manager Online Help

[http://help.applicationmanager.gov/ApplicantHelp/index.php/
Application_Manager](http://help.applicationmanager.gov/ApplicantHelp/index.php/Application_Manager)

Or contact Angela Peshlakai at angela.Peshlakai@ihs.gov or
(916) 930-3981, X374

Questions?