



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



Vacancy Announcement

Announcement No.: IHS-07-095
Opening Date: 05-09-2007
Closing Date: 05-30-2007
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 the 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:

Deputy Director, Office of Management Services (OMS)
GS-0340-15

OFFICE LOCATION:

Office of the Director
Office of Management Services
Rockville, Maryland

SALARY RANGE:

GS-15: \$110,363 - \$143,471 PA

- One Permanent Full-Time position.
- Position has no known promotion potential.
- Position does contain managerial responsibilities and may require a one-year managerial probationary period.
- Travel and relocation expenses **may** be paid.
- Faxed Applications **WILL NOT BE ACCEPTED.**
- **Response to the KSA's is MANDATORY and each KSA must be addressed and responded to separately.**
- **Application and supporting documents (SF-50's, KSA's, BIA Form 4432, college transcripts, etc.) MUST be received by 5:00 PM Eastern Standard Time (EDT) on the closing date of this vacancy announcement.**

BRIEF STATEMENT OF DUTIES: The incumbent of this position serves as Deputy Director, Office of Management Services, provides advice and support to the Director, IHS and IHS managers on administrative and management regulations, policies, and procedures. Provides IHS-wide leadership, guidance, and support in the management of Human Resources, Grants, Acquisitions, Records Management policy, Ethics, Personal Property and Supply, Regulations Program, and Administrative Office Support. As a member of the top management structure of OMS, is involved with the planning, programming, and operations of OMS and IHS, this involves participating in the formulation of policies, goals, and objectives. Incumbent has oversight of daily operations relative to the administration, personnel, and fiscal functions of the Division and this includes monitoring OMS budget expenditures, personnel levels and contractor costs, workflow between OMS Divisions, manages executive controlled correspondence for OMS, and approves OMS acquisitions. Represents OMS Director in matters regarding administrative management policies and systems matters before Office of Management and Budget, General Accounting Office, the Department, Agency groups, Indian organizations and Tribes throughout the country. Provides leadership and the direction of activities for

continuous improvement of management accountability and administrative systems for effective and efficient program support services IHS wide; advocates for the IHS mission and goals with the Department including but not limited to the President's Management Agenda, Department Wide objectives, Agency's Annual Assessment and the Director's Performance Contract (DPC). In carrying out the DPC in relation to the President's Management Agenda, and the HHS "Top 20" initiatives; includes management of human capital, competitive sourcing, improving management controls and e-government initiatives. Collaborate4s between other Headquarters' Offices and OMS Divisions and identifies areas where OMS work can be accomplished through increased technology and result in improved performance. Participates in cross-cutting issues and processes including but not limited to HSPD-12 implementation and other initiatives that require security procedures and greater accountability of all OMS Managers; also participates on behalf of the Director, OMS in emergency preparedness/security exercises, agency budget formulation, Self Determination issues, and Tribal shares computation. Incumbent is responsible for furthering equal employment opportunity by demonstrating fairness in making selections, encouragement and recognition of employees achievements, fair treatment of minority group employees, and sensitivity to the developmental needs of all employees including minority groups, women and the handicapped.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

- **GS-15:** At the GS-15 grade level, applicants must possess 52 weeks of specialized experience equivalent to the GS-14 level in the Federal service.

Specialized Experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of this position and that is typically in or related to the work of the position being filled. ***Specialized experience includes: Evidence of management and directing a program and providing program analysis functions in administering advisory and directional authority in support of administrative and management goals and objectives as they related to comprehensive health care delivery system. This includes administrative support in designing, modifying and implementing current and new management initiatives and the coordination of the administrative and program functions as they relate to Management services in varying Programs as they related to administration, clinical and non-clinical program functions and collaborating with sources and entities that entail reviewing actions and adhering to management protocol to ensure the objectives of administration fall within established procedural regulations, policies and laws.***

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 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 should 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 MANDATORY and each KSA must be answered and a separate response must be made for each questions.

1. Program management experience that demonstrates the delivery of projects and programs that involved translation and integration of management goals and expectations into work products.
 2. Ability to analyze complex issues/problems, develop strategies, and present technical and complex solutions to senior management and high level officials, orally and in writing.
 3. Ability to use analytical methods to improve management programs and processes.
 4. Ability to lead and supervise.
 5. Ability to communicate effectively, orally and in writing in order to develop to represent the Office and to present advisory opinions to senior management.
- 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: Applicants 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 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 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.**

Veteran's Preference: 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.

Commissioned Corps Officers: PHS Commissioned Corps Officers ***are required to apply for this particular position as a civil servant in order to be given consideration for this civil service designated position.*** 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 Indian Health Manual, Part 7, Chapter 3 and all other documents specified in this announcement including KSAs, transcripts, registration, etc."

Displaced Federal Employees:

Career Transition Assistance Program (CTAP): <http://career.psc.gov/chpublic/ctap.html>

Inter-Agency Career Transition Assistance Program (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 the Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodations will be on a case-by-case basis.

TTY NUMBER IS 301.443.6394

WHERE TO APPLY:

**Indian Health Service
Division of Human Resources
801 Thompson Avenue, Suite 120
Rockville, Maryland 20852**

- If you wish to submit an application in person, please bring your application to 12300 Twinbrook Parkway, Suite 230, Rockville, Maryland 20852 by close of business 5:00 pm Eastern Daylight Time (EDT) on the closing date of this vacancy announcement.
- A copy of this announcement may be obtained by calling the Division of Human Resources at 301-443-6520. Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS, www.usajobs.opm.gov** or **IHS Website, www.ihs.gov**.
- For additional information, contact Jason Begay, Human Resources Specialist, at (301) 443-6520.
- The deadline for receipt of complete applications is close of business of the closing date of this vacancy announcement.
- 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.
- Faxed applications will not be accepted.
- E-mail applications will be accepted. All supporting documents must be submitted by the closing date of the announcement (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).
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant is an Indian as defined by the Indian Health Manual, Part 7, Chapter 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
 - Before hiring, the IHS will ask you to complete a 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.
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HOW TO APPLY:

Submit appropriate forms as described below. Applications must be received by close of business (5:00pm EST) 05/30/2007.

APPLICATION PROCEDURES:

Those desiring consideration must submit the following documents. **Failure to submit any of the following required documents will eliminate candidates from consideration for this position.** The required application documents must be received in the office specified at the top of the announcement no later than close of business (5:00 p.m.) on the closing date. The vacancy announcement number should be shown in Item 1 of the SF-171 or at the top of Optional Form 612 or resume. Documents submitted will not be returned to applicants. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g. copy of transcript).

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. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
3. A written response to each KSA identified. 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 ranking processing.
4. For current civil service employees and reinstatement eligibles, 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 BIA Form 4432, Verification of Indian Preference for Employment in the Bureau of Indian Affairs.
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 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.
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.

FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.

THE IHS is a TABACCO FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER