



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



Vacancy Announcement

Announcement No.: IHS-07-099
 Opening Date: 05-16-2007
 Closing Date: 06-06-2007
 Area of Consideration: Government-Wide
 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 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:

Health Recruitment Administrator
GS-0601-14

OFFICE LOCATION:

Indian Health Service
Office of Public Health Support
Division of Health Professions Support
Rockville, Maryland

SALARY RANGE:

GS-14: \$93,822 - \$121,967 PA

DUTY STATION: Rockville, MD

CONDITIONS OF EMPLOYMENT:

- One Permanent Full-Time position.
- Position has no known promotion potential.
- Position does contain supervisory responsibilities.
- Travel and relocation expenses **may** 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.**
- **All applications and required documents (See Required Documents on Page 4) MUST be received by 5:00 p.m. Eastern Standard Time (EST) the date this vacancy announcement closes.**
- **If you are submitting your application via Federal Express/Overnight delivery, please mail at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery.**

BRIEF STATEMENT OF DUTIES: The incumbent serves as the Health Recruitment Administrator and Acting Director, Division of Health Professions Support (DHPS) in his/her absence. Functions interchangeably with the Director, DPHS, on internal meetings, consults, task forces, boards, and committees, and in meetings and discussions with officials of outside organizations. Coordinates and supervises the planning, financial, administrative, and related activities of the division. Develops the division operating budget. Develops and monitors the annual work plan for the Placement/Recruitment and Default activities. The incumbent plans, develops and implements the Division of Health Professions Support (DHPS) objectives, policies and procedures of the placement, recruitment and default functions. Formulates proposals for new legislation and regulations and

evaluates possible impacts on the Health Professions Support Branch, (HPSB) Loan Repayment Branch (LRB) and Scholarship Branch (SB0 and associated programs. Develops and implement the process of placement activities for obligated scholars. Develops, implement and monitor program data needs, formats and reports various reporting requirements. Incumbent develops and oversees the collection, verification, updating and editing of data for use in determining conformance or non-conformance to program objectives, policies and procedures. Directs all activities related to complaints and noncompliance to the statutes and regulations by applicants, awardees, or former recipients. The incumbent is responsible for statistical reports and operations data for budgetary forecasting and legislative purposes. Plans, develops, implements and evaluates health/allied health professional recruitment and retention efforts. Incumbent formulates policy and procedures on the recruitment, and administration of health care professionals to effectively meet the mission and goals of the Indian Health Service. Serves as principal liaison with the Area Recruiters, Clinical Directors, Chief Medical Officers, and Area Directors regarding health professional and training activities.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT:

Basic Requirements: Degree: major study in an academic field related to the health sciences or allied sciences appropriate to the work of the position.

For GS-14: Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-13.

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. **Specialized experience in managing Recruitment/Retention, Scholarship and Default Placement activities and programs; Recruitment and retention activities as a health care professional; Preparing statistical reports for budgetary forecasting and legislative initiatives; and with contracts, grants and the procurement process. Experience in developing and utilizing effective evaluation methods for health professional recruitment. 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.

Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

TIME-IN-GRADE REQUIREMENTS: Federal status candidates must have completed 52 weeks of service no more than 1 grade lower than the position to be filled.

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b) (8) by Indians entitled to Indian Preference.

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 **MUST** 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.

Response to KSA's is REQUIRED and each KSA must be responded to separately.

1. Knowledge of management/supervisory principles and practices.
2. Expert knowledge in an area of grants management, personnel, finance, policy, or a health/allied health professional.
3. Ability to manage financial aspects of a program (e.g. funded through grants).

4. Expert knowledge and ability to prepare evaluate and modify recommendations for legislation.
5. Demonstrated ability to communicate orally and in writing to diverse audiences.

WHO MAY APPLY:

Merit Promotion Candidates (MP): Applications will be accepted from status eligible's (e.g., reinstatement eligible 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 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 and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply. To claim veterans' preference, veterans should be ready to provide 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 will need to submit [Form SF-15, Application for 10-point Veterans Preference](#). For more information on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#) found in website WWW.OPM.GOV.

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.**

Displaced Federal Employees: Click on Links below:

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 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

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

WHERE TO APPLY:

**Indian Health Service
Division of Human Resources
801 Thompson Ave., 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 Mary Drapeaux, Human Resources Specialist, at (301) 443-6520.
- The deadline for receipt of complete applications is **5:00 pm (EST)** 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.

HOW TO APPLY:

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

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 eligible's, 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.

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.