



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



Direct Hire Vacancy Announcement

Announcement No.: IHS-08-89
Opening Date: 06-24-2008
Closing Date: Open until filled
Area of Consideration: Open to all U.S. Citizens
Any Qualified Indian Candidates

If you applied to vacancy announcement # IHS-08-68 you MUST re-apply

“This vacancy is open until filled. Applicants who apply by the first cut-off date of July 16, 2008 will receive first consideration. Thereafter, if necessary, there will be cut-off dates at the end of every month until June 24, 2009. Once this position is filled, it will be closed.”

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:

Contract Specialist
GS-1102-11/12

OFFICE LOCATION:

Indian Health Service
Office of Environmental Health and Engineering
Division of Engineering Services
Rockville, Maryland

(Recruiting for two positions)

SALARY RANGE:

GS-11: \$57,171 - \$74,323 PA
GS-12: \$68,524 - \$89,085 PA

DUTY STATION: Dallas, Texas

***If applicants want to be considered under Direct Hire Authority, they must indicate this on their application

- This vacancy may be filled through Office of Personnel Management’s delegated Direct Hire Authority. If so, the following is applicable: All applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The ‘rule of three”, Veterans’ preference and traditional rating and ranking of applications do not apply to this vacancy. For more information on OPM’s authorization of Direct Hire Authority, please visit http://www.opm.gov/employ/direct_hire/factsheet.asp In addition to the normal salary range, when applicable requirements are met, this position may provide additional compensation through one or more of the following: Recruitment/Relocation Bonus or an Appointment Above the Minimum Rate based on Superior Qualifications.
- Position requires 40% travel per month
- Two Permanent Full-Time positions
- Public Trust Level VI background clearance is required.
- Position has possible promotion potential to the GS-12
- Position does not contain supervisory responsibilities.
- Travel and relocation expenses may be paid.

- You **must** be a U.S. citizen to qualify for this position.
- **CONDITION OF EMPLOYMENT:** As a condition of employment, incumbent selected must successfully complete all required training for obtaining Federal Acquisition Certification within 24 months of appointment. Incumbent must earn 80 continuous learning points every two years to maintain their certification. If you possess Federal Acquisition Certification or Defense Acquisition Workforce certification, submit a copy of your certification, indicating your Certification Level and Career Field information.
- All applications and required documents (See Required Documents on Page 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: BRIEF STATEMENT OF DUTIES: GS-11: Duties are similar but performed with lesser independence and closer supervision. **GS-12:** The position is located in the Contract Administration Branch of the Indian Health Service (IHS), Office of Environmental Health and Engineering (OEH&E), Division of Engineering Services (DES), Dallas, Texas. The incumbent of this position serves as a Contract Specialist with responsibility for preaward and postaward functions in planning, advertising, negotiating, awarding and administering architect and engineering (A/E) and construction contracts. Works with supervisor and program personnel to establish acquisition plans and participate in A/E administration evaluation meetings; Prepares synopsis of assigned projects; prepares and issues Request for Fee Proposals covering A/E services and invitations for bid, etc. covering construction services. Prepares written determinations and findings and forwards, along with other documents such as sole source justification, to the Contracting Officer or higher-level officials for approval. Recommends the most appropriate type and method of acquisition to the supervisor. Responds to inquiries from prospective offerors and obtains technical input as required. Conducts debriefing of unsuccessful offerors. Performs other duties as assigned.

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/sec-iv/b/gs1100/1102.htm>

BASIC REQUIREMENTS FOR CONTRACT SPECIALIST, GS-1102-11/12

- (a) A 4-year course of study leading to a bachelor's degree with a major in any field;
- OR**
- (b) At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE FOR THE GS-11 LEVEL.

GS-11: Candidates may qualify on the basis of education alone as follows: three full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

NOTE ON SUBSTITUTION OF GRADUATE EDUCATION FOR GS-11 LEVEL:

To qualify for GS-1102 positions based upon graduate education, the graduate education must be in one or a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

GS-12: EDUCATION AT THIS LEVEL IS FOR THE BASIC REQUIREMENT ONLY. IT DOES NOT MEET THE SPECIALIZED EXPERIENCE REQUIREMENT. In accordance with OPM Qualifications Standards available for review in the Human Resources Office or you may visit the OPM website at <http://www.opm.gov/qualifications>.

COMBINING EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements at the GS-11 level.

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 qualifications (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.

A TRANSCRIPT MUST BE SUBMITTED FOR PROOF OF REQUIRED EDUCATION.

REQUIRED EXPERIENCE: One year of Specialized Experience equivalent to the next lower grade level.

GS-11: one year must be equivalent to at least the GS-09 grade level.

GS-12: one year must be equivalent to at least the GS-11 grade level.

Specialized experience is experience that provided the knowledge, skills, and abilities to perform successfully the work of the position. Specialized experience includes: developing, preparing, and presenting terms and conditions in bids or proposals related to the award of federal contracts, negotiating and awarding contracts, contract modifications, and/or subcontracts, administering the terms and conditions of contracts, analyzing proposed prices or costs, forecasting price trends, evaluating economic factors, and communicating in writing and orally with internal and external customers. Examples of types of experience, which will be credited, are shown above under "Duties and Responsibilities"

NOTE: The 1102 series has a positive education requirement. See Basic Requirements above. Currently the IHS does not use the waiver process to qualify applicants.

EXCEPTIONS: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

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

CONDITION OF EMPLOYMENT: As a condition of employment, incumbent selected must successfully complete all required training for obtaining Federal Acquisition Certification within 24 months of appointment. Incumbent must earn 80 continuous learning points every two years to maintain their certification. Certification requirements may be viewed at <http://www.FAI.GOV> Persons appointed pending certification may not be retained if they do not obtain certification. **If you possess Federal Acquisition Certification or Defense Acquisition Workforce certification, please submit a copy of your certification indicating your Certification Level and Career Field information.**

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

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

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). 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. Applicant MUST address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper.

1. Current knowledge of and demonstrated experience in the application of Federal, Departmental and Agency construction contracting and procurement laws, regulations, and procedures. ***(Fully describe current knowledge and experience)***
2. Current knowledge of and demonstrated experience in the application of direct Federal construction contracting principles including methods, strategies, requirements, etc. ***(Fully describe current knowledge and experience)***
3. Knowledge of and demonstrated experience in the application of rules and procedures as they pertain to negotiations, price analysis, claims analysis, including construction contracting program objectives, technical terminology, and construction practices.
4. Demonstrated ability to establish and maintain rapport with all level of the Federal government and non-government entities.
5. Demonstrated ability to communicate effectively, both orally and in writing to diverse audiences including conducting public meetings and seminars on procurement issues. ***(Provide examples)***

WHO MAY APPLY:

OPEN TO ALL U.S. CITIZENS: This position may be filled through the Direct-Hire Authority for this occupation and is open to all US Citizens. All applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. Traditional rating and ranking of applications does not apply to this vacancy.

Merit Promotion Candidates (MP): Applications will be accepted from status eligibles (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 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.**

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 Manual, 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>

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.
3. 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).

- **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

REQUIRED DOCUMENTS (if applicable)

4. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
5. Current civil service employees and reinstatement eligible applicants **must submit a copy of your most recent SF-50** (Notification of Personnel Action).
6. 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.
7. Handicapped and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility.
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

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 **Michelle Aguilar Bowser**, Human Resources Specialist, at (301) 443-6520.
- **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 EMPLOYEE
