



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



Vacancy Announcement

Announcement No.: **IHS-08-124**
 Opening Date: **09-17-2008**
 Closing Date: **10-17-2008**
 Area of Consideration: **OPEN TO ALL U.S. CITIZENS**
And Any Qualified Indian Candidates

Applicants that previously applied to IHS-08-102 must re-apply to this vacancy announcement in order to be given consideration.

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.

DIRECT HIRE AUTHORITY (DHA): This vacancy may be filled through Office of Personnel Management's delegated DHA. 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 DHA please visit www.opm.gov/employ/html/sroa2.asp#directhire.

POSITION TITLE, SERIES, GRADE:
Supervisory Contract Specialist
GS-1102-14

OFFICE LOCATION:
Indian Health Service
Office of Management Services
Division of Acquisition Policy
Rockville, Maryland

SALARY RANGE:
GS-14: \$83,033 - \$127,442 PA

- Candidates **MUST** clearly indicate whether their application is being submitted for consideration under the **Direct Hire Authority (DHA), the IHS Excepted Service Examining Plan (ESEP) or the IHS Merit Promotion Plan (MPP)** (see Who May Apply page 4). If **not** clearly indicated on your application you will be considered under **DHA**.
- Subject to a 1-year Supervisory Probationary Period
- **FAC-C Level III certification or equivalent is required.** Copy of your certification **must** be submitted with your application.
- **Condition of Employment:** Incumbent must earn 80 continuous learning points every two years to maintain their certification (FAC-C Level III). Certification requirements may be viewed at <http://www.FAI.GOV>.
- Public Trust Level VI Background Clearance is Required
- Position has **no known** promotion potential
- Travel and relocation expenses **may be** paid
- You **must** be a U.S. citizen to qualify for this position
- All application 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: The incumbent serves as full Deputy Director and primary advisor to the Director, DAP and is the IHS Head of Contracting Activity (HCA). Serves as the primary technical advisor to the IHS Director, Area Contracting Officers and Area Directors on IHS, DHHS and Federal government acquisition policy and procedures. The acquisition function awards fixed price and cost-reimbursement contracts for health care, construction, commercial off-the-shelf, and non-procurement contracts under P.L. 93-638, the Indian Self-Determination and Education Assistance Act and contracts under Title V, Health Services for Urban Indians. Supervises the Policy and HCA Team that provides expert advice and assistance to senior leadership on acquisition-related matters. Serves as the senior IHS contracting official and ensures that contract management systems, awards, and administration of contracts and financial assistance are in accordance with laws, regulations and IHS policy. Appoints Contracting Officers and issues their contract delegation. Develops, disseminates, and implements IHS acquisition-related policies and procedures. Provides policy guidance, clarification, interpretation or technical assistance to contracting and program personnel on complex procurement-related issues. Conducts studies on all acquisition procedures to request, award, and administer contracts in order to evaluate the effectiveness, identify needed changes and recommend improvements in operations and techniques. Serves as primary IHS contact for acquisition policies and issues for the staff within the Office of the Secretary (OS) and other operating divisions within the Department of Health and Human Services (DHHS), other Federal agencies, Indian Tribal governments, Tribal organizations, State and local governments and educational institutions. Recommends new or revised requirements and thresholds to the Director, DAP. Conducts pre- and post award reviews of contract files. Evaluates decisions made by field contracting personnel such as method of procurement utilized and contract type. Approves individual acquisition plans, requests for ratification of unauthorized commitments, and justification for other than full and open competition exceeding local approval. Directs and oversees DAP review of acquisition and procurement activity at Area or field level. Reviews procurement systems throughout the IHS. Performs in-depth review of: simplified acquisition activities conducted; procurements made with Government-wide purchase card; contract files; and contract administration activities. Serves as Contracting Officer with unlimited signature authority. Incumbent coordinates and responds to Congressional, governmental and public information inquiries and reports. Develops position papers, delivers presentations and conducts training related to various phases of contracting.

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 GS-13 and Above

A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower grade level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position. **AND**

B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by 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.

C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies

if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.

D. **Waiver:** When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign the individual to another position at the same grade within that agency without additional waiver action.

- This position has a positive education requirement. You **must** submit a copy of your transcripts (containing your courses including titles, credit hours completed and grades) to document that you have the education requirement. **Unofficial transcripts** will be accepted in the application package but **official transcripts** will be required prior to beginning employment. Most colleges and universities offer unofficial transcripts online – please check your school website to obtain a copy.
- **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/adms/finaid/accred/index.html>
- All education claimed by applicants will be verified by the appointing agency accordingly.

Specialized Experience: is experience that is typically in or directly related to the work of this position.

Specialized experience is extensive experience in acquisition policy and procedures; awarding fixed price and cost-reimbursement contracts for health-care, construction, commercial off-the-shelf, and non-procurement contracts under P.L. 93-638, the Indian Self-Determination and Education Assistance Act. Serving as a contracting official with unlimited signature authority and ensuring that contract management systems, awards and administration of contracts and financial assistance are in accordance with laws, regulations and policy. Demonstrated expertise and experience developing, disseminating and implementing acquisition-related policies and procedures; and providing policy guidance, clarification, interpretation to contracting and program personnel on complex procurement-related issues. Experience conducting studies on acquisition procedures in order to evaluate effectiveness and identify needed changes and recommend improvements in operations. Conduct pre- and post award reviews of contract files.

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. 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.

Supervisory and Managerial Abilities: Candidates must demonstrate in their work experience or training that they possess or have the potential to develop the following:

- Ability to direct, assign and review work of subordinates, train, and work effectively.
- Ability to track workload status directed at accomplishing the quality and quantity of work expected with set limits of time.
- Effective oral and written communication capabilities and the ability to deal effectively with others to

- establish solutions to problems, issues, or questions related to work.
 - Ability to understand further management goals affecting day-to-day operations.
 - Ability to develop improvements in and design new work methods and procedures.
 - Ability to establish program objectives and performance goals and assess progress toward achievement.
 - Ability to analyze organizational and operational problems and develop timely and economical solutions.
 - Ability to represent the activity both within and outside the organization or agency to gain support for goals.
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EVALUATION METHOD: **Direct Hire Authority (DHA)** applications will be evaluated against the basic qualifications. Qualified candidates will be certified to the selecting official for consideration in accordance with the Office of Personnel Management's Direct Hire guidance. 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, and outside activities, 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).** Veterans' preference does **not** apply to the direct hire recruitment procedures.

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

1. Ability to manage and supervise a Federal Acquisitions Program.
2. Knowledge of Federal Contracting laws and procedures sufficient to review, evaluate, develop and/or implement new directives to provide guidance and technical assistance to field contracting activities.
3. Knowledge of contract operations sufficient to acquire goods and services for IHS Headquarters offices and to solicit, award and administer contracts on behalf of the IHS nation-wide (national buys).
4. Knowledge of the principles and practices of management analysis and evaluation.
5. Ability in oral and written communications to present sensitive information, recommendations, or findings to higher level authority; to represent IHS on HHS and Federal task groups, and to publish and implement IHS policies and procedures.

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:

OPEN TO ALL U.S. CITIZENS - Direct Hire Authority (DHA): This position may be filled through the Direct-Hire Authority for this occupation and is open to all U.S. Citizens. All applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. DHA authorizes agencies to appoint candidates into the competitive service via career, career-conditional, term, temporary, emergency indefinite, or overseas limited appointments, as appropriate.

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 *Direct Hire Authority, IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan* (if applicable ESEP and MPP).

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 supplemental questions, transcripts, certification, 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>

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

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 process.
3. **Copy of FAC-C Level III Certification or equivalent must be submitted with your application.**
 - **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 if Form BIA-4432 is **not** attached to the application/resume.

7. 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

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 submitted 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 Delilah M. Covers Up, Management Analyst, at (301) 443-6520.
- 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