



DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE
TUCSON AREA OFFICE, TUCSON ARIZONA



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: SWR-08-0424

OPEN: September 10, 2008

CLOSE: September 23, 2008

POSITION TITLE/SERIES/GRADE: Human Resources Assistant, GS-0203-05/06/07/08

VACANCIES: One (1)

PROMOTION POTENTIAL: This position has promotion potential to the GS-08 grade level. If the position is filled at the lower grade, an incumbent may be promoted to the full performance grade level once all legal and regulatory requirements are met; however, such promotion is neither automatic nor guaranteed.

SALARY RANGE: GS-5: \$29,726 - \$38,639 per annum

GS-6: \$33,135 - \$43,046 per annum

GS-7: \$36,822 - \$47,864 per annum

GS-8: \$40,779 - \$53,012 per annum

AREA OF CONSIDERATION: IHS-Wide, Merit Promotion Plan/Excepted Service Examining Plan candidates, Veteran's Preference candidates, and Commissioned Corps Officers.

- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligibles, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in the Indian Health Service (IHS), under authority 5 CFR, Part 213, Schedule A 213.3116 (b) (8). Preston Qualification Standards will be applied.
- 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 Officer: It is the responsibility of the Officer to submit sufficient information to permit the Human Resources Office to determine whether the Officer meets the qualification requirements, including any selective placement factor.

APPOINTMENT TYPE: Permanent, full-time (40 hours week)

ORGANIZATION/DUTY STATION: DHHS, Indian health Service, Southwest Regional Human Resources Office, Client Services Division, Tucson, Arizona.

TRAVEL and RELOCATION: Travel and relocation costs may be paid in accordance with applicable Federal and departmental travel regulations.

HUMAN RESOURCES OFFICE: Southwest Region Human Resources Office, 7900 S. J Stock Road, Tucson, AZ 85746 (520) 295-2443

CONDITIONS OF EMPLOYMENT:

- No government housing provided.
- The Tucson Area Indian Health Service is a smoke-free work environment.
- The provisions of PL 101-630, the Indian Child Protection and Family Violence Act apply to this position.
- Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.
- Selectee born after 1956 must present proof of immunity to measles and rubella or be vaccinated before their appointment (subject to certain exemptions).
- The selectee to this position is subject to a background security investigation.
- The selectee to this position may be required to satisfactorily complete a one-year probationary period.
- The selectee to this position is **REQUIRED** to maintain a current valid state driver's license.

DESCRIPTION OF DUTIES: At the full performance level (**GS-08**), the incumbent provides administrative and technical support to

higher graded specialists. Duties and responsibilities of the incumbent may include, but are not limited to: develop vacancy announcements and post to various websites; apply qualification standards and rate/rank applications; screen applications; provide orientation and advice/guidance to new employees and new supervisors; coordinate Worker's Compensation claims; respond to written, telephone and in-person inquiries regarding all functions of human resources work; process a variety of personnel actions in the automated personnel/payroll system; review completed designation of beneficiary forms and process benefit elections; classify lower grade-level positions; resolve minor complaints and allegations; explain employee and management rights; research and prepare reports, maintain office and program files, maintain Official Personnel Files; prepare/finalize correspondence; process payroll information in automated federal personnel and payroll system. At the **GS-06** and **GS-07** grade levels, the employee performs the duties of the target position, but is not expected to independently plan and carry out the work or make the final technical decisions. Assignments are made in detail and methods and sources of information are suggested. Work is closely reviewed for compliance with instructions. As a trainee at the **GS-05** grade level, the employee receives on the job training in the work processes, regulations and reference materials used in performing work. Assignments will be carefully selected and closely controlled by the supervisor/senior specialist to provide experience. All work is closely reviewed to ensure satisfactory progression of the incumbent. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS: Candidates must have had experience as described below. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. NOTE: Applicants will be required to sign Optional Form 306, Declaration for Federal Employment, certifying to the accuracy and truthfulness of the information provided in their application.

SELECTIVE PLACEMENT FACTOR: None

Experience and/or Education Requirements:

Basic Requirements:

GS-05: 52 weeks of *specialized experience* equivalent to at least the GS-04 grade level OR 4 academic years above high school.

As a general rule, education is not creditable above GS-05 for most positions in the GS-0203 series; however, graduate education may be credited IF the graduate education is directly related to the work of human resources management.

GS-06: 52 weeks of *specialized experience* equivalent to at least the GS-05 grade level OR ½ year of graduate level education.

GS-07: 52 weeks of *specialized experience* equivalent to at least the GS-06 grade level OR 1 year of graduate level education.

GS-08: 52 weeks of *specialized experience* equivalent to at least the GS-07 grade level Or 1½ years of graduate level education.

Graduate Education is course work at the graduate level in an accredited college or university. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

Specialized Experience is required for positions above the entry level where applicants must demonstrate that they possess the ability to perform successfully the duties of the position. The specialized experience should be in the field of work of the position and be equivalent to at least the next lower grade level. Examples of Specialized experience at the full performance level are: Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. Provides technical assistance in the area of recruitment and placement. Participates in the execution of the merit placement/promotion program. Advises and provides procedural and technical guidance to managers, supervisors, and applicants on recruitment and placement, qualification requirements, merit promotion procedures, transfers, eligibility determinations, methods of recruitment, and initial employment. Assists classification specialist by performing job audits and making classification determinations on a variety of clerical and technical occupations and Wage Grade occupations where standards clearly apply.

Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements.

QUALITY OF EXPERIENCE: Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he/she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors, or employers may be made to obtain further information about the candidate's professional qualification for the position.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time after competitive appointment, time-in-grade, and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time-in-grade requirements do not apply.

KNOWLEDGE SKILLS, AND ABILITIES (KSAs) REQUIRED: Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs on a separate attachment. The information provided will be used to determine the "best qualified" candidates.

1. Knowledge of rules, regulations and policies used to accomplish human resources management functions relating to: Recruitment and placement, employee benefits, employee and labor relations, performance management, classification and pay and leave administration.
2. Ability to use personal computers to utilize automated personnel/payroll systems and related software.
3. Knowledge of filing systems, posting procedures and OPF filing procedures to ensure documents are properly filed and can be effectively retrieved.
4. Ability to effectively communicate orally and in writing.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI>

HOW TO APPLY: Interested applicants must submit one of the following:

- (1) OF-612, Optional Application for Federal Employment; *or*
- (2) Resume; *or*
- (3) Any other written application.

To: Tucson Area Indian Health Service
Attention: SW Region Human Resources Office
7900 South J Stock Road
Tucson, AZ 85746

For additional information or to obtain a copy of the vacancy announcement or forms, you may:

- (1) call the Human Resources office at 520- 295-2443 or,
- (2) visit the OPM website at www.jobsearch.usajobs.opm.gov/ or the IHS website at www.ihs.gov/JobCareerDevelop/Jobs_index.asp

SEPARATE ATTACHMENTS REQUIRED IN ADDITION TO COMPLETE APPLICATION PACKET:

1. If claiming Indian Preference, Form BIA-4432, *Verification of Indian Preference for Employment*. (Current Tucson Area IHS employees may state on their application that proof of Indian Preference is on file in their Official Personnel File).
2. Narrative statements with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor identified for this position.
3. Optional Form 306, *Declaration for Federal Employment*; **MANDATORY** for all positions.
4. Addendum to Declaration for Federal Employment - IHS-Child Care & Indian Child Care Worker Positions– for positions that require regular contact or control over children.

5. If Veteran preference eligible – Submit evidence of eligibility, i.e., DD-214, *Certificate of Release or Discharge from Active Duty*, or SF-15, *Application for 10-Point Veteran Preference* and the proof requested on the form.
6. If current or former Federal employee - SF-50B, *Notification of Personnel Action*.
7. If PHS Commissioned Corps applicant - Copy of Personnel Order.
8. Copies of current/active license or certification.
9. Original College transcript(s) if substituting education for experience and/or if the position has a positive education requirement.
10. Copy of most current performance evaluation.

INFORMATION NEEDED ON APPLICATION / RESUME

1. Announcement number and title and grade(s) of the job you are applying for; full name, mailing address (with zip code) and day and evening telephone numbers; Social Security Number; Country of citizenship.
2. Highest Federal civilian grade held (also give job series and dates held).
3. High School – Name, city, state (zip code, if known), date of diploma or GED.
4. Colleges or universities – Name, city, state (zip code, if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). **Attach transcript(s)**.
5. Residency training - Indicate specialty; name and location of hospital, name of program director, dates attended (month/year), date certificate received (if applicable).
6. Certification by a Specialty Board – Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board and date (month/year) of certification or eligibility (if applicable).
7. Work Experience (paid and unpaid) – Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**month/year**), **hours per week**, salary and indicate if we may contact your current supervisor.
8. Job-related training courses (title and year), honors, awards and special accomplishments, (i.e., publications, memberships in professional or honor societies), leadership activities, public speaking and performance awards.
9. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.

Application Instructions for Public Health Service Commissioned Corps Candidates: Your resume or curriculum vitae must contain all the information listed in HOW TO APPLY in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. A narrative statement addressing specific information related to any knowledge, skills and abilities, which are being used as a selective and/or evaluative factor is required. Proof of an appropriate license, if applicable, must also be provided. Applicants claiming Indian Preference must submit proof on Form BIA-4432 and will be evaluated against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. Candidates must meet full qualification requirements. If your resume or curriculum vitae does not provide all the information requested in the job announcement, you may lose consideration for the position. Submit a copy of your personnel order.

Other Information:

Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not contain all the information and forms requested in the announcement, you may lose consideration for this job. This office will not contact you to request missing information. It is your responsibility to submit a completed application package as outlined in this vacancy announcement.

APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. **TELEFAXED/EMAILED DOCUMENTS WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.**

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

Applicants or current Federal employees claiming Indian Preference must indicate on their application packet, if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.

Proof of U.S. Citizenship is required for an appointment to the Indian Health Service. The Director, IHS may grant an exception to this policy for appointments to excepted positions, provided that the current appropriations act permits IHS to pay citizens from the country where the applicant is from.

Additional selections may be made within 90 days from the date a Candidate Referral Roster is issued, if the position becomes vacant or to fill an identical additional position.

Employees, who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

If position is advertised at multiple grade levels, it can be filled at a lower grade than the full performance level. Advancement to the next grade without further competition is possible, once all legal and regulatory requirements are met; however, such advancement is neither automatic nor guaranteed.

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Management Branch at (520) 295-2435. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

AREA INFORMATION: The Tucson Area encompasses the Pascua Yaqui (pah.skwah ya.ke) and Tohono O'odham (to.ho.no aah.tum) Indian Reservations. The Sells Service Unit (SSU) is the primary source of health care for the approximately 24,000 people of the Tohono O'odham Nation. The Sells Service Unit consists of an American Hospital Association affiliated JCAHO accredited hospital at Sells (65 miles west of Tucson) and three health centers - San Xavier Health Center located in Tucson; Santa Rosa Health Center located in Santa Rosa, and the San Simon Health Center, located in San Simon Village. The SSU also provides an environmental health program, which is responsible for construction and maintenance of sanitation facilities. The Sells Service Unit has a community focused health care delivery program and works in close association with the Tohono O'odham Tribal Health Committee and Tribal Health Department.

CTAP - INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

ICTAP - INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or our agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.
3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position upon entry.