

DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION

THIS POSITION IS LOCATED IN A
TOBACCO FREE ENVIRONMENT



ELECTRONIC OR TELEFAXED RESUMES OR APPLICATIONS WILL NOT BE ACCEPTED

VACANCY ANNOUNCEMENT

GA-08-090

OPENING DATE

September 19, 2008

CLOSING DATE

October 2, 2008

POSITION TITLE

Carpenter, WG-4607-09

LOCATION AND DUTY STATION

Facilities Management
Gallup Indian Medical Center, Gallup, New Mexico

GRADE/SALARY

WG-4607-09; \$22.34 Per Hour

NUMBER OF VACANCIES:

Three (3), PCN: MC1410; MC1411; MC1412

APPOINTMENT: Permanent

WORK SCHEDULE: Full Time

PROMOTION POTENTIAL: No Known Potential

SUPERVISORY/MANAGERIAL: None

GOVERNMENT HOUSING: Private Housing Only

TRAVEL/MOVING EXPENSES: No Expenses Paid

AREA OF CONSIDERATION: Navajo Area wide

DUTIES: Erects minor new structures and modifies existing structures. Determines dimensions, type structures, location and type of windows, doors to be installed and material to be used in construction. Selects sill timbers, cutting, squaring and morticing to required dimensions. Installs interior trim, such as baseboards, base mold, toe mold, crown mold, chair rails, picture of molding and wainscoting used to enhance the appearance of the building. Measures and cuts door and window frames to size by mite sawing, fitting and nailing casings in place. Adjusts and fits doors and windows to frame by sawing and planning, making allowances for door expansion when exposed to moisture. Install hinges and mortices doors and casings for the locks and striking plates using brace and bit, chisel and hammer. Performs maintenance and alteration work including but not limited to exterior partitions, constructing additions to existing structures, relocating doors and comparable work. Maintains repairs or constructs a variety of structures and surfaces of brick, block, stone and other related materials. Lays whole brick, block and stone in straight, horizontal rows. Removes partitions of walls for installation of doors or windows. Constructs or repairs partitions, walk ways, etc. Mixes own mortar or uses already mixed mortar. Mixes, applies and finishes plaster surfaces in the construction and repair of interior walls, ceilings, etc. Plasters on all types of backgrounds, such as metal, wood or gypsum lath, wallboards and masonry surfaces, as well as repair and patching of plaster and stucco surfaces. May, in emergencies, be called upon to operate a snowplow to plow out entrances, sidewalks, and roads covered with snow. Performs other related duties as required.

QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

BASIC QUALIFICATIONS AND EXPERIENCE REQUIREMENTS: The Supplemental Experience Statement attached to this announcement has been prepared as an aid in preparing your knowledge, skills, and abilities related to the job elements required for the position. Failure to submit supplemental experience statement will result in candidates not receiving proper credit for experience.

Element A: Ability to do the work of carpenter.

Element B: Ability to construct, alter, or repair structures or items.

Element C: Ability to plan and lay out work using blueprints, specifications, drawings, and work orders.

Element D: Ability to use carpenter's tools.

Element E: Knowledge of building materials.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

POSITIVE EDUCATION REQUIREMENTS: No

LICENSURE REQUIREMENT: No

SELECTIVE PLACEMENT FACTORS: None

SUPPLEMENTAL QUESTIONNAIRE: The supplemental questionnaire attached to this announcement has been prepared as an aid in preparing your KNOWLEDGE, SKILLS, and ABILITIES related to the job elements required for this position. Failure to submit this Supplemental Questionnaire may result in applicants not receiving proper credit for their experience.

CONDITIONS OF EMPLOYMENT

PHYSICAL EFFORT: Carpentry worker at this level work in wood shops and at job sites. When working in a shop, stands for extended periods while operating machines. The work requires considerable bending, kneeling, and stooping. When at a job site, strenuous physical exertion is sometimes required when handling heavy and bulky materials. On-site work typically requires bending, stooping, crawling, and climbing on ladders, scaffolding, and rooftops. May lift and move materials weighing up to 40 pounds, unassisted, and occasionally and or move heavier items with the assistance of lifting devices or other workers.

WORKING CONDITIONS: Some work is performed in shop areas where the worker is exposed to moderate or high noise levels from operating machinery, sawdust in the air, glue fumes, and hazards associated with woodworking and related power equipment. At job sites, may be exposed to weather conditions and the hazards of working on and around scaffolds and ladders. Subject to cuts, bruises, and contusions. May work in confined areas, such as crawl spaces and attics which may be dusty and dirty. Uses protective devices, such as ear plugs, safety glasses, respirators, and gloves.

IMMUNIZATION REQUIREMENTS: All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for position in any Service Unit or any Area Office position which requires regular work at a Service Unit.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment to the IHS. Candidates must meet qualification requirements by the closing date of the vacancy announcement.

*****NOTE***** Refer to OPM Handbook // X-118, /XXX/ X-118-C or // IHS Excepted Service Qualification Standard, Series, **WG-4607** for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Human Resources Office. **IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU MAY BE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION IF YOU ARE SELECTED FOR THE POSITION.**

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal Service) and from current permanent IHS employees in the Excepted Federal 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 Eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service

Excepted Service Examining Plan. These candidates **MUST** indicate on their employment application whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with 30% or more compensable service-connected disability).

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 considerations you must:

1. Be a current DHHS career and career conditional (tenure group I or II) or be current IHS expected appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice of a Certificate of Excepted 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 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 data 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 is able to satisfactorily perform the duties of the position without undue interruption.

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 consideration under the ICTAP. To meet 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 OPM or your agency documenting your priority consideration status with your applicant 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 Sections 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 greater promotion potential than the position from which you were separated.
3. Have a current (or latest) 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 closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified **by achieving a score of 80 on rating scale of 70 to 100** for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

HOW AND WHERE TO APPLY: All applicants must submit one of the following to the Gallup Indian Medical Center, Human Resources Branch, P.O. Box 1337, Gallup, NM 87305, by 4:30 p.m. on the closing date October 2, 2008. For more information contact Susie Tom at 505/722-1412. **Electronic or telefaxed Resumes or Applications will not be accepted.**

1. OF-612, Optional Application for Federal Employment; or SF-171, Application for Federal Employment; or *Resume; or any other written application format.* See information required on resumes and other application formats outlines below.
2. OF-306, Declaration for Federal Employment IHS Child Care Addendum (This is a covered position under Public Law 101-630, "Indian Child Protection and Family Violence Prevention Act."); must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Responding "Yes" to any one of the two questions can make you ineligible for employment in this position. **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.**
3. A copy of an official BIA Form 4432, Bureau of Indian Affairs of Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.
4. DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible.
5. Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employees.
6. Latest Performance Appraisal, if a current federal employee.
7. Official College Transcript, to show proof of undergraduate or graduate education.
8. Supplemental Questionnaire (KSA) –failure to submit this narrative may adversely affect your ranking for this position.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats **must** contain all of the information listed as follows **in sufficient detail** to enable the Human Resources office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #6(High School), #7(College and Universities) and # 8(Work Experience) will be used to evaluate your qualifications for this position. Failure to include any of the information listed below may result in loss of consideration for this position.

1. Announcement Number, Title and Grade of the Job for which you are applying;
2. Full Name, Mailing Address (zip code) and Day/Evening telephone numbers (area codes);
3. Social Security Number;
4. Country of Citizenship;

5. Highest Federal civilian grades held (give series and dates held);
6. High School - Name, City, State, (zip code), and date Diploma or GED received;
7. Colleges and Universities - Name, City, State, (zip code), Majors, type and year of any Degrees received (if no degree show total semester or quarter hours earned).
8. Work Experience (paid and non-paid) – Job title, Employer’s Name and Address, Supervisor’s Name and Telephone Number; Description of Duties and Accomplishments, Starting and Ending Dates (Month/Year); Average hours worked per week; and Salary;
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honors, awards, special accomplishments.

NOTE: THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION. Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

REASONABLE ACCOMMODATIONS: 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 this agency. The decision on granting reasonable accommodation will be on case-by-case basis.

VETERANS: 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.

ADDITIONAL SELECTION: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born **after** December 31, 1959, and you want to be employed with the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: Selection for positions will be based solely on merit with no discrimination for non-merit reason such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or Membership or Non-Membership in an employee organization. Promotions or appointments will not be based on personal relationships or other types of personal favoritism or patronage.

Human Resources Clearance: /s/ Susie Tom

Date: September 18, 2008

EACH APPLICATION AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – GA-08-090. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT **BEFORE** SUBMISSIONS AS **WE DO NOT HONOR REQUESTS FOR COPIES.** COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON YOUR APPLICATION/RESUME AND SUPPLEMENTAL STATEMENTS. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL EXPERIENCE STATEMENT (Must accompany applications for employment)
CARPENTER, WG-4607-09

VACANCY ANNOUNCEMENT #: GA-08-090

NAME:

Note to applicants: Use Columns II & III to answer questions in Column I. Use additional plain sheets of paper if needed.

<p align="center">Column I</p>	<p align="center">Column II</p> <p align="center">Indicate job number or experience on OF-612, application or resume to which this refers.</p>	<p align="center">Column III</p> <p align="center">In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade tell experiences applicable to the position, paid or not paid, part-time or full-time and hobbies appropriate to the job.</p>
<p>1. <u>ELEMENT A: (1) Ability to do the Work of a Carpenter without more than normal supervision.</u> Tell about your experience(s) you have had as a Carpenter that shows you can work on the basis of your own judgment and in accordance to building codes, trade practices, and standards. Show the kinds of work you can do by yourself, without the help of a boss or supervisor. What responsibilities have you been given on jobs in the Armed Forces, in your community, etc.?</p> <p>2. <u>ELEMENT B: (2-E) ABILITY TO CONSTRUCT, ALTER, OR REPAIR STRUCTURES OR ITEMS.</u> List the kinds of equipment you have used as a Carpenter that you can operate, had to assemble, construct, alter, install, repair, etc., and show type and size of equipment and where you worked with each. Write the number of each statement that applies to your experience and give examples of work you did.</p> <ol style="list-style-type: none"> 1. Assemble, disassemble 2. Install, 		

3. Maintain, repair;
4. Modify, design;
5. Considered an expert, called on to do unusual jobs (Explain).

3. ELEMENT C (80-A): Ability to plan and lay out work using blueprints, specifications, drawings, and work orders.

Tell about work you have done to plan and lay out work using blueprints, drawings, building codes, practices and standards, or other instructions to determine details such as dimensions, type of structure, location, materials needed in constructing, altering, or repair structures or items. Give examples of work you have done (not described before) requiring precise timing, accurate dimensions, precision fit, etc.

4. ELEMENT D: (81) Ability to use Carpenter's tools.

List the hand and power tools and equipment (not described before) that you can use. This also includes the ability to use the tools safely and to keep them in operating condition. Write the number of each statement that describes your training and experience. Give examples of the more difficult work you have done with it.

1. Used on rough or routine work;
2. Used on fine work (Give details);
3. Maintained, sharpened, adjusted, etc. (Give details).

ELEMENT E (82-A) Knowledge of building materials.

List the kinds of materials you have used by size and type, to select materials for projects, to substitute materials when specified materials are not available, and to judge the quality of the materials being used. Give examples to show how you used your knowledge:

1. Have used when material, operations, etc., for a particular job were chosen for me;
2. Have selected material, planned operations, etc., on the basis of specifications;
3. Have selected materials, planned operations, etc., on the basis of my own judgment and experience;
4. Have substituted material properly;
5. Have checked or tested material (Explain how and for what purpose);
6. Have been consulted for device on use of material (Tell by whom).

After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

STATEMENTS CONCERNING QUALIFICATIONS MAY BE VERIFIED BY THE HUMAN RESOURCES OFFICE, EXAGGERATION OR MISTATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.

CERTIFICATION

I CERTIFY that all of the statements made in the application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant

Date