



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. SER-08-0240-ZSU	OPENING DATE April 3, 2008	CLOSING DATE Open Until Filled
POSITION TITLE, SERIES, GRADE AND SALARY Pharmacist GS-0660-11, \$64,198 per annum (Includes Locality Pay Adjustment)	LOCATION AND DUTY STATION Division of Clinical Services Pharmacy Department Zuni Service Unit Zuni, NM	
AREA OF CONSIDERATION: ALL SOURCES		
RELOCATION: Relocation expenses will be paid.		

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

DUTIES AND RESPONSIBILITIES:

Incumbent will serve as Pharmacist, in the absence of the Chief Pharmacist the incumbent is responsible for all matters pertaining to the pharmaceutical services provided, including traditional drug distribution activities as well as an extensive clinical pharmacy service. Assists the Chief Pharmacist on all pharmacy and related matters including the formulation of policies and procedures. Assess, inventories, and procures supplies, drugs and equipment to assure an efficient pharmacy operation. **DISPENSING:** Interprets prescriptions and dispenses products prescribed which require accuracy in dosage and identification of therapeutic incompatibilities to avoid serious injury or death to the patient. Prior to dispensing, calls the physician's attention to any questionable overdosage or incompatibilities. **EDUCATION:** Instructs all outpatients and inpatient discharges on proper use, actions, precautions, and storage of their medications. **PRIMARY PATIENT CARE:** Is expected to participate in a wide range of clinical pharmacy activities. This includes taking patient medication histories and participation in medical and pharmacy patient rounds and pharmacy chart audits to determine the quality of medication treatment and patient care. **SELECTION AND COMPOUNDING:** Identifies fine differences between drugs as they relate to the therapeutic efficacy of the product which requires a knowledge of the physical and chemical properties and characteristics of substances used in pharmacy, the therapeutic action of drugs and principles of chemical, biological, pharmacological, and biopharmaceutical science. **PRESERVATION:** Specifies proper techniques and special protection needs for storage giving special attention to those therapeutic agents influenced by such elements as light, temperature, humidity, or interaction with the container itself. **CONSULTATIVE ADVICE:** Provides information and consultative advice to the prescribing doctor, nursing staff, and patient contra-indications and side effects.

TRAINING: Participates in inter and intra-departmental training programs for such groups as physicians assistants, nurses, and Community Health Representatives. Supervises professional practice pharmacy students. Performs other related duties as assigned.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Basic Requirements:

Education: Four-year bachelor's degree in pharmacy recognized by the American council on Pharmaceutical Education.

Licensure: All applicants must be licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

In addition to Meeting the Basic Requirements Above:

Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (Pharm. D.) degree; 1 year of professional pharmacy experience equivalent to at least GS-09.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish basic colors.

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each PHS pharmacist must possess and maintain a valid license in a State. This policy applies only to individuals filling positions in the 660 Pharmacist Series.

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.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Ability to provide supervision and leadership to others. (Incumbent must have the ability to provide guidance and direction to others to carry out the goals and objectives the Pharmacy Department and the Indian Health Service as a whole.)
2. Ability to convey and obtain information orally. (The incumbent must have the ability to communicate effectively with people individually and in groups. Incumbent is exposed to frequent interaction with patients, management and other employees within the department. Communication will include, but will not be limited to providing technical advice and guidance to peers, other providers, and lower level employees.)
3. Knowledge of theories, principles, practices, and techniques of pharmacy. (Incumbent must have knowledge of the selection, preparation, dispensing, storage and drug therapy to prepare and dispense medication to patients.)
4. Ability to maintain security of confidential material. (This is the ability to recognize and apply strict confidentiality rules. The person in this position will have access to a wide variety of sensitive patient and personnel information and material, must be able to safeguard the privacy of these material.)

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted 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.

Candidates MUST INDICATE whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individual who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for

appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

Vacancies may be filled through Office of Personnel Management's delegated Direct Hire Authority (D.H.A). The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing D.H.A., 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", Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. **Indian Preference does apply.**

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, 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 for permanent positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

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 Cordelia Tsadiasi, (505) 782-7516. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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 meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

For OUF: Applications must be received at the following address:

Indian Health Service – Zuni Service Unit
Human Resources Office
P.O. box 467
Zuni, NM 87327

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquires, contact Cordelia Tsadiasi, Human Resources Specialist, 505-782-7516.

REQUIRED DOCUMENTATION:

- **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 as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- Applicants must submit a copy of college transcripts to meet positive education requirements. **Official transcripts will be required prior to entry on duty.**
- Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions.

- Copy of valid license/registration as required by PHS Licensure Policy.
- See 'HOW TO APPLY' on last page, for additional information.

OTHER IMPORTANT INFORMATION:

- 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 material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.
- Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.
- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

Isi Cordelia Tsadiasi

Human Resources Specialist

04-02-2008

Date

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?
YES_____ NO_____

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.
Please do not send completed data collection instruments to this address.

HOW TO APPLY

<p>The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.</p>			
<p>Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf</p>		<p>Résumé or Other written application format with information requested below.</p>	
<p>If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.</p>			
<p>Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.</p>			
<ul style="list-style-type: none"> ➤ <u>JOB INFORMATION</u> Announcement number, title and grade of the job for which you are applying. ➤ <u>PERSONAL INFORMATION</u> Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship. ➤ <u>EDUCATION</u> High School (name, city, state, ZIP code if known), and date of diploma or GED. College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts. ➤ <u>WORK EXPERIENCE</u> Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee. Highest federal civilian grade held (give job series and dates held) Work experience (paid and unpaid) Job title (include series and grade if federal job) Duties and accomplishments Employer's name and address Supervisor's name and telephone number Starting and ending dates (month and year) Hours per week Salary Indicate if we may contact your current supervisor. ➤ <u>OTHER QUALIFICATIONS</u> Give dates but do not send documents unless requested Job related training courses Job related skills, i.e., computer software/hardware, tools, typing speed Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice) Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards. ➤ <u>KSA</u> 			
<p>Submit a copy of applicable documents with your application if you are in the following categories:</p>			
<p>COMMISSIONED OFFICER</p>	<p>INDIAN PREFERENCE</p>	<p>VETERAN PREFERENCE</p>	<p>FEDERAL EMPLOYEE</p>
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.