



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



## Vacancy Announcement

Announcement No.: **IHS-08-123**  
 Opening Date: **09-15-2008**  
 Closing Date: **10-15-2008**  
 Area of Consideration: **Government-Wide**  
 Any Qualified Indian Candidate

---

**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:**  
**Supervisory IT Specialist (SYSANALYSIS/APPSW)**  
**GS-2210-14**

**OFFICE LOCATION:**  
 Indian Health Service  
 Office of Information Technology  
 Rockville, Maryland

**SALARY RANGE:**  
 GS-14: \$91,781 - \$119,314 PA

**DUTY STATION:**  
**Albuquerque, NM**

- 
- One Permanent Full-Time position.
  - Position has no known promotion potential.
  - Position contains supervisory responsibilities. First time supervisor must serve a supervisory probation period.
  - Travel and relocation expenses **may** be paid.
  - You **must** be a U.S. citizen to qualify for this position.
  - Faxed Applications **WILL NOT BE ACCEPTED.**
  - Supporting documents **ONLY** will be **ACCEPTED BY FAX AT (301) 594-3146.**
  - Response to the **KSAs is REQUIRED and each KSA must be responded to separately.**
  - All application and required documents (See Required Documents on Page 4) **MUST** be received by **5:00 PM** Eastern Standard Time (**EST**) the date this vacancy announcement closes.
  - **If you are submitting your application via Federal Express/Overnight delivery, please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery.**
  - **NOTE:** A background security investigation, clearance, and favorable adjudication will be required for new hires. Failure to successfully meet the requirements will be grounds for termination.
- 

**STATEMENT OF DUTIES:** Manages and directs the nationally distributed health information system, Resource and Patient Management System (RPMS) Software Development and Software Quality Assurance branches, supervising Information Technology (IT) Specialist GS-2210-13 positions. Defines plans, strategies, establishes goals, priorities and schedules; adjusts staffing levels or work procedures; develops justifications for new equipment, performance evaluation criteria; evaluates employee performance, interviews candidates for positions,

and recommends promotion or reassignments, hears and resolves complaints, effects disciplinary measures, approves leave, advises employees on career development plans and training and ensures conformance with EEO and Indian Preference goals and objectives. Conducts or oversees the conduct of requirements analyses and preparation of program specifications for new health information system applications in clinical, infrastructure, and administrative applications. Oversees or translates and interprets functional requirements into technical and programming specifications. Sets standards for RPMS design, development, testing, installation and operations activities to support and maintain (or acquire) clinical, infrastructure, and administrative applications software for the nationally distributed health information system. This includes standards for applications programming, software quality assurance, systems verification, data transmission formats and protocols, documentation format and content, and others as required. Provides support work in the planning, design, and implementation of new and improved IT systems to meet the business requirements of the Indian Health Service/Tribes/Urban (I/T/U) organizations and other customer organizations. Oversees the provision of or provides systems analysis work in consulting with customers to refine these functional requirements and translate functional requirements into technical specifications for applications. Develops or oversees the development of test plans, test databases, and conducts alpha tests and coordinates beta tests of new or modified RPMS applications based on procedures for testing and review. Writes or oversees the writing of computer programs in M programming language for assigned applications, in full conformance with RPMS design and programming standards. Provides technical assistance to developers on M programming and recommends approaches to create solutions. Where work is contracted, performs a wide range of technical input and oversight tasks as project officer or contractor technical monitor during the pre-award and post-award administration of assigned contract(s).

**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/A/gs-admin.asp>  
<http://www.opm.gov/qualifications/SEC-IV/B/GS2200/2210.htm>

GS-14: Candidate must have 1 year of specialized experience equivalent to at least the GS-13 grade level.

---

**Specialized Experience** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position that is typically in, or directly related, to the work of this position. **Specialized experience that is creditable is demonstrated experience and/or ability to administer, manage, lead and instruct a national level software development and quality assurance program and team in support of a national customer base; Conduct or oversee the conduct of requirements analyses and preparation of program specifications for new health information system applications in clinical, infrastructure, and/or administrative applications; Demonstrated experience in overseeing contractor requirements and serving as monitor or project officer on government IT contracts.** Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are shown under “*Brief statement of Duties*” above. 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.

**SELECTIVE PLACEMENT FACTOR: Knowledge of advanced M (Mumps) programming language and ability to apply M programming techniques and standards for interfacing with large databases that support a variety of applications used in health care operating systems and health care information systems computing environment.**

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

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

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 either on their applications/resumes or as a separate attachment. 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.**

1. Ability to administer, direct, and supervise an information technology software development and quality assurance program and staff in support of a national customer base.
2. Knowledge of and ability to apply information technology principles, standards, and practices in applications software design and development, computer system requirements analyses, and database management for the development, support, and interface with nationally distributed health information system applications and databases.
3. Knowledge of information technology project management processes and general knowledge of Federal acquisition procedures to serve as contract monitor or project officer on government contracts.
4. Ability to communicate effectively both verbally and in writing in order to convey concepts, explain rationale, and provide recommendations to a diverse audience. **(Explain the type of communication you have done, with who, and its impact.)**
5. **SELECTIVE PLACEMENT FACTOR:** Knowledge of advanced M (Mumps) programming language and ability to apply M programming techniques and standards for interfacing with large databases that support a variety of applications used in health care operating systems and health care information systems computing environment.

---

**WHO MAY APPLY:**

**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.**

**Veterans' Preference:** Veterans who are preference eligible and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit [Form SF-15, Application for 10-point Veterans Preference](#). For more information on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#) found in website [WWW.OPM.GOV](http://WWW.OPM.GOV).

**The Veterans Employment Opportunity Act (VEOA)** gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

**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>

**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: SF-171, Application for Federal Employment (Rev 6-88); OF 612, Optional Application for Federal Employment; or a resume which must include information as defined in OPM Pamphlet, Applying for a Federal Job (OF 510). The OF-612 and the OF-510 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 processing.
  - **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

### REQUIRED DOCUMENTS (if applicable)

3. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
4. Current civil service employees and reinstatement eligible applicants **must submit a copy of your most recent SF-50** (Notification of Personnel Action).
5. 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.

6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. 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).
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](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](mailto:HQDHR@ihs.gov) If you choose to use email to submit your application, all required supporting documents should be included as Adobe 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](http://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 the Division of Human Resources 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**