



DEPARTMENT OF HEALTH AND HUMAN SERVICES
NASHVILLE AREA INDIAN HEALTH SERVICE



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

VACANCY ANNOUNCEMENT

| VACANCY ANNOUNCEMENT NO. | OPENING DATE | CLOSING DATE |
|--------------------------|-----------------|--------------------|
| SER-08-0425-NAO | August 19, 2008 | September 18, 2008 |

| POSITION TITLE, SERIES, GRADE AND SALARY | LOCATION AND DUTY STATION |
|--|---|
| Contract Specialist GS-1102-5, \$29,726 per annum GS-1102-7, \$36,822 per annum GS-1102-9, \$45,040 per annum GS-1102-11, \$54,494 per annum GS-1102-12, \$65,315 per annum | Nashville Area Indian Health Service Division of Contracts & Grants Nashville, TN |

(Includes Locality Pay Adjustment)

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.
- Position has promotional opportunity to GS-12.
- Position involves operation of government vehicle to perform duties. Must possess and maintain valid state driver's license.
- 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:

GS-5: The incumbent will be a trainee Contract Specialist responsible for assisting Senior Contract Specialists in the various aspects of procurement development. **GS-7:** Assists in acquiring long term planning information from contractors and programs. Assists with assigned contracts and programs in acquiring long term planning information and in preparing requirement acquisition, planning documentation. Assists in the preparation of solicitations once a determination has been made regarding methods of procurement and specific provisions and clauses. Assists in analyzing bids and proposals and responsibility reviews. Recommends award of contracts after thorough review of Senior Contract Specialist. Assists in closing out contracts. **GS-9:** Analyzes bids and proposals and conducts responsibility reviews. Administers contracts and grants with day-to-day supervision. Determines the sources to be solicited, prepares applicable determinations and findings, conducts pre-proposal conferences, receives and evaluates proposals. **GS-11:** Responsible for a variety of contracts, which require special handling provisions or other specialized terms and conditions. Responds to inquiries, including formal protests and congressional inquiries. **GS-12:** Responsible for pre-award and post-award functions. Responsible for a variety of contracts, which require special handling provisions or other specialized terms and conditions. Provides guidance to technical personnel involved in the development of the statement of work or data requirements. In advertised procurements, insures

that the bid schedule is properly structured, prepares the solicitation, determines sources to be solicited, conducts pre-bid conferences, processes protests, determines the responsiveness of bids and determines the responsibility of the apparent low bidder. Plans the procurement action with technical, legal and contract pricing personnel. Provides guidance in the development of the statement of work and data requirements. Determines the sources to be solicited, prepares applicable determinations and findings, conducts pre-proposal conferences, receives and evaluates proposals. Responds to inquiries, including formal protests and congressional inquiries. Monitors contractor performance in relation to the completion schedule required by the contract, insuring timely submission of technical program reports, making periodic visits to the contractor's facility or work site. Negotiates settlements for such changes, approves contract payments, assesses liquidated or actual damages for non-performance, issues show cause or cure notices, terminates contracts for default or convenience and negotiates settlements, prepares replies to other involved agencies, appeal board, or congressional inquiries.

COMPETITIVE SERVICE QUALIFICATION REQUIREMENTS:

Basic requirements for GS-5 through GS-12:

A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

B. 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.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

C. **Exceptions:** Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirement when seeking another position.

In addition to meeting the basic requirements above:

Candidates for the GS-7 must have had 52 weeks of specialized experience equivalent to at least the GS-5 grade level **OR** 1 full academic year of graduate education or law school or superior academic achievement.

Candidates for the GS-9 must have had 52 weeks of specialized experience equivalent to at least the GS-7 grade level **OR** 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.

Candidates for the GS-11 must have had 52 weeks of specialized experience equivalent to at least GS-9 grade level **OR** 3 full academic years of progressively higher-level graduate education or Ph.D. or equivalent doctoral degree.

Candidates for the GS-12 must have had 52 weeks of specialized experience equivalent to at least GS-11 grade level.

Specialized Experience: Examples of qualifying specialized experience include: Developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts. Negotiating and awarding contracts, contract modifications, and/or subcontracts. Legal practice involving participation in negotiating, awarding, or administering contracts, or the analysis of procurement policies and procedures. Administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination. Analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense. Formulating policies and procedures for the acquisition of goods or services, participating in procurement management reviews, and contract clearance, or developing positions on claims and protests related to contracts.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates for GS-7/9/11 must have completed at least 52 weeks of service no more than 2 grades lower than the position to be filled. Merit Promotion candidates for GS-12 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. Knowledge of cost and price analysis techniques in order to evaluate the reasonableness of costs presented.
2. Knowledge of basic desk audit procedures and allowable cost determination in order to close our contracts.
3. Ability to plan and lead negotiation discussion.
4. Knowledge of Federal acquisition regulations (FAR), and HHS acquisition regulations (HHSAR), policies and procedures.
5. Knowledge of formal advertising and negotiated methods of contracting.

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 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).

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 Raelyn Pecos (505) 248-4106. 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:

Applications MUST be received by close of business (5:00 p.m.) on the closing date to the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

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. Email applications will be accepted. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquires, contact Raelyn Pecos, Human Resources Specialist, 505-248-4106.

HOW TO APPLY

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.

Optional Application for Federal Employment – Form Number OF-612
http://www.opm.gov/forms/pdf_fill/of612.pdf

Résumé or Other written application format with information requested below.

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.

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.

➤ **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

➤ **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

➤ **EDUCATION**

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.

➤ **WORK EXPERIENCE**

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.

➤ **OTHER QUALIFICATIONS**

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.

Submit a copy of applicable documents with your application if you are in the following categories:

| COMMISSIONED OFFICER | INDIAN PREFERENCE | VETERAN PREFERENCE | FEDERAL EMPLOYEE |
|--|--|---|---|
| <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. |