



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



VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** SWR-08-0425

**OPEN:** September 10, 2008

**CLOSE:** September 23, 2008

**POSITION TITLE/SERIES/GRADE:** Human Resources Specialist (Compensation), GS-0201-05/07/09

**VACANCIES:** One (1)

**PROMOTION POTENTIAL:** This position has promotion potential to the GS-09 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-7: \$36,822 - \$47,864 per annum  
GS-9: \$45,040 - \$58,557 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:** The incumbent will plan, direct, Implement, and monitor the compensation program. Analyze and interpret laws , regulations, policies, and/or guidance involving subject matter areas within compensation administration (such as,

pay and leave administration/programs); Confers with customers on various complex and/or difficult compensation issues and provide substantive technical advice and assistance to all customers; Serves as a point of contact for automated compensation systems, such as the DHHS Program Support Center and DFAS, to submit and follow-up on corrective compensation actions. Will track and monitor all pay issues until successful resolution; Processes routine and complex pay and/or leave actions and corrections in an automated HR processing system, such as Capital HR, DCPS, and ITAS. Serves as one of the Region's principle staff on personnel and pay processing; Disseminate information and/or provide training for HR staff concerning compensation and leave rules and regulations. Will keep abreast of new, modified, or updated processing methods or procedures; Maintain and extract compensation and leave related reports from automated HR databases to identify and/or analyze program deficiencies.

**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:** 3-years of general experience, 1-year of which was equivalent to at least GS-4 grade level OR 4-year course of study leading to a bachelor's degree.

**GS-07:** 52 weeks of *specialized experience* equivalent to at least the GS-05 grade level OR 1 full year of graduate level education or superior academic achievement.

**GS-09:** 52 weeks of *specialized experience* equivalent to at least the GS-07 grade level Or a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such degree or L.L.B or J.D., if related.

*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. Specialized experience will include: Applying the full range of pay, premium pay and leave administration; Analyze and research appropriate sources to resolve complex compensation and leave problems and issues; Serve as a consultant in providing technical payroll and leave advice to managers and employees; Develop and deliver instructions/guidance, status reports, and correspondence to customers in order to foster understanding and acceptance of findings and recommendations; Process personnel and payroll actions in an automated system.

*Undergraduate Education:* Successful completion of a 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university.

*Superior Academic Achievement (S.A.A):* S.A.A. is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

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 the rules, regulations and policies used to accomplish human resources management functions relating to pay and leave administration.
2. Ability to analyze and research appropriate sources to resolve complex interrelated human resources compensation problems and issues
3. Knowledge of automated HR systems.
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/](http://www.jobsearch.usajobs.opm.gov/) or the IHS website at [www.ihs.gov/JobCareerDevelop/Job\\_index.asp](http://www.ihs.gov/JobCareerDevelop/Job_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.