



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT CH-08-115

OPENING DATE SEPTEMBER 17, 2008

CLOSING DATE SEPTEMBER 30, 2008

POSITION BUDGET ANALYST

LOCATION AND DUTY STATION PHS INDIAN HOSPITAL, FINANCE DEPT., CHINLE, AZ DUTY STATION: TSAILE HEALTH CENTER, TSAILE, AZ

GRADE/SALARY GS-0560-07, \$36,822 - \$47,864 PER ANNUM; GS-0560-09, \$45,040 - \$58,557 PER ANNUM

NUMBER OF VACANCIES ONE VACANCY (060202)

APPOINTMENT PERMANENT TEMPORARY NTE: \_\_\_\_\_

WORK SCHEDULE FULL-TIME PART TIME INTERMITTENT

AREA OF CONSIDERATION COMMUTING AREA NAVAJO AREA WIDE IHS WIDE DHHS WIDE

SUPERVISORY/MANAGERIAL YES, MAY REQUIRE ONE YEAR PROBATION NO

PROMOTIONAL POTENTIAL YES, TO GRADE 09 NO KNOWN POTENTIAL

HOUSING YES, GOVERNMENT HOUSING MAYBE AVAILABLE PRIVATE HOUSING ONLY

TRAVEL/MOVING MAYBE PAID FOR ELIGIBLE EMPLOYEES NO EXPENSES PAID

DUTIES: This position is located in the Financial Management Branch of the Tsaile Health Center, Tsaile, Arizona. The primary purpose of this position is to perform full complement of budgetary functions in the development and execution of Health Center budgets; provision of necessary controls over cost accounting and reporting; and formulation, preparation and submission of Health Center budgets and special budget reports as required. Performs the full range of review and analysis function in the formulation, presentation, and execution of the entire operating budget of the Tsaile Health Center. The incumbent develops and formulates the Tsaile Health Center budget requests for the coming fiscal year. Reviewed estimates are submitted for compliance with rules, regulations, and procedures prescribed by the local level and Navajo Area Indian Health Service. Conducts a continuing workload analysis of each operating activity. Reviews reports of budgetary activities and accomplishments, and determines the amount and timing of allocations of funds. Prepares a variety of reports covering the status of funds, expense, and obligations, as required by Navajo Area Indian Health Service. Reviews and analyzes recommendations submitted by managerial personnel and department heads. Provides advice on all aspects of the interpretation and application of agency guidelines for the budget execution process to program and budget officials of subordinate components within the organization. The incumbent serves as Collection Agent, provides and monitors all collection functions from initiation of bills/claims through accounts receivable. Collection agents accept payment in the form of check, money order, or credit cards; initiates field receipts to payee. Assures the maintenance of daily record of claims and/or bills processed. Utilizes RPMS to review computerized data and verifies the explanation of benefits with manual data. Locates discrepancies, determines source of error and takes necessary remedial action. Resolves problems in the processing of new non-standard transactions. Assures that all collections are submitted in timely fashion in accordance with established policies and procedures. Makes use of word processing equipment and computers to expedite the handling of budget and financial documents. This includes utilizing appropriate equipment, software, and developing necessary operation. Performs other duties as assigned.



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



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

**POSITIVE EDUCATION REQUIRED:** NO

**LICENSURE REQUIRED:** NO

**BASIC QUALIFICATIONS:** Candidates must have had 52 weeks of specialized experience equivalent to the GS-05 grade level to qualify for the GS-07 grade level. Candidates must have 52 of specialized experience equivalent to the GS-07 grade level to qualify for the GS-09 grade level.

**SPECIALIZED EXPERIENCE:** Experience that had equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the work of the position to be filled. To be creditable specialized experience is the knowledge to formulate budget projections, cost analysis, evaluating historical expenditures data and justify and explain financial and operational budgets.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** *For GS-07,* one full year of graduate level education or superior academic achievement is qualifying. *For GS-09:* Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D is qualifying. This education must have been obtained in an accredited college or university.

**SELECTIVE PLACEMENT FACTOR:** NONE

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-05 grade level to qualify for the GS-07 grade level. Candidates must have completed 52 weeks of service at the GS-07 grade level to qualify for the GS-09 grade level.

**CONDITIONS OF EMPLOYMENT:** 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 immunization 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 positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**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 the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

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**NOTE:** Refer to OPM Handbook Qualification Standards, Series GS-0560 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide college transcripts by the closing date of this announcement.

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**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 eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or 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, those with a 30% or more compensable service-connected disability).

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

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**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 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 OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered 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 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 community area.

OR

- B. Former Military Reserve or National Guard Technician 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 for which you have been separated. The position must not have greater promotion potential than the position for which you were 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. (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 for the position by achieving a score of 80 on a 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.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.**
2. **ABILITY TO ANALYZE DATA AND DRAW APPROPRIATE CONCLUSIONS.**
3. **ABILITY TO DEVELOP AND JUSTIFY AN ORGANIZATIONAL BUDGET.**
4. **KNOWLEDGE OF FISCAL RULES, REGULATIONS AND PROCEDURES.**
5. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS AND GROUPS.**
6. **ABILITY TO USE MICRO COMPUTER AND PERIPHERAL EQUIPMENT.**
7. **ABILITY TO COMMUNICATE ORALLY AND IN WRITING.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS)

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**NOTE: "Declaration for Federal Employment" (OF-306), this form, 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 the information in your application. Responding yes to any one of these 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.**

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**THIS POSITION HAS BEEN IDENTIFIED AS AN UFMS CRITICAL USER FOR Level V or Level VI THEREFORE A Background /Security clearance is required upon appointment.**

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**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume;

3. \*\*Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

**FOR MORE INFORMATION CONTACT:** Lori Smith, Human Resources Specialist, (928) 674-7033 or email [lorraine.smith@ihs.gov](mailto:lorraine.smith@ihs.gov) .

**A copy of an Official Bureau of Indian Affairs 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.**

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**\*\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (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 (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.**

**NOTE:** APPLICANTS WHO DO NOT SUBMIT THE INFORMATION REQUESTED ABOVE WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN'S PREFERENCE DETERMINATION, EDUCATION, TRAINING AND/OR EXPERIENCE.

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

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**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 IHS is an Equal Opportunity Employer.

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**COMMISSIONED OFFICER:** Commissioned Officers applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston standards; or the civil service standards, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates of when they occupied those positions. In addition, Commissioned Corps Indian Preference applicant must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, this knowledge, skills and abilities that are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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**SELECTIVE SERVICE CERTIFICATION:** 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.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS 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. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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HUMAN RESOURCE CLEARANCE

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DATE

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**EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-08-115. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.**

**SUPPLEMENTAL QUESTIONNAIRE  
BUDGET ANALYST, GS-560-7/9**

- 1. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** The person in this position should be able to work with various automated IHS accounting applications to maintain and formulate budget updates, which are NAIHS formatted, on electronic spreadsheets from data retrieved from IHS umbrella accounting system (CORE). This includes a general knowledge of accounting procedures and applications in order to analyze budget reports. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

- 2. ABILITY TO ANALYZE DATA AND DRAW APPROPRIATE CONCLUSIONS.** This includes the ability to compile, review, analyze and draw conclusions from data related to financial activities; the ability to establish and formulate projections such as predicting trends in collections and expenditures. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

- 3. ABILITY TO DEVELOP AND JUSTIFY AN ORGANIZATIONAL BUDGET.** The person in this position should have knowledge of the rules and procedures related to preparation of the annual budget. It also includes the ability to analyze prior and future year workloads and project short term budget plans, collect and categorize statistics, establish costs and projected budget needs and prepare budget justifications. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **KNOWLEDGE OF FISCAL RULES, REGULATIONS AND PROCEDURES.** The person in this position should have the knowledge of rules, regulations and procedures needed to prepare budgets, monitors expenditures to difference budget categories and analyze budget and analyze spending trends and reports. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS AND GROUPS.** The person in this position should have the ability to establish positive interpersonal relations by exercising tact, diplomacy, patience and mature judgment with a variety of individuals within and outside the office, both in person and by telephone. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

6. **ABILITY TO USE MICRO COMPUTERS AND PERIPHERAL EQUIPMENT.** The person in this position should have the knowledge of micro computer procedures, equipment and operating system in order to utilize word processing and electronic spreadsheets capabilities and to input and retrieve financial and budget data. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

7. **ABILITY TO COMMUNICATE ORALLY AND IN WRITING.** The person in this position should have the ability to convey and to write complex technical instructions on budget, accounting and audit procedures for use at the Area and Service Unit levels.

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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**CERTIFICATION**

**I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**