



Department of Health and Human Services
Announces a Senior Executive Service Vacancy



SELECTEE, IF NOT PRESENTLY SES, MUST SERVE
A ONE-YEAR PROBATIONARY PERIOD

INDIAN HEALTH SERVICE

Position Subject to Indian Preference Law
Preference will be given to Qualified Indian Candidates

ANNOUNCEMENT NO: IHS-08-99 (R)

NOTE: IN ORDER TO BE CONSIDERED YOU **MUST** ATTACH SEPARATE DOCUMENTS CONTAINING YOUR WRITTEN RESPONSES TO THE MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs) AND THE MANDATORY TECHNICAL QUALIFICATIONS WHICH ARE IDENTIFIED LATER IN THIS ANNOUNCEMENT. YOU **MUST** ALSO INCLUDE/ATTACH YOUR MOST RECENT PERFORMANCE APPRAISAL SIGNED BY YOUR SUPERVISOR. IF YOU ARE CLAIMING INDIAN PREFERENCE YOU **MUST** ALSO SUBMIT A BUREAU OF INDIAN AFFAIRS (BIA) FORM 4432 (MARCH 1989), VERIFICATION OF INDIAN PREFERENCE FOR EMPLOYMENT SIGNED BY THE PROPER BIA OFFICIAL OR TRIBAL OFFICIAL CERTIFYING THAT YOU MEET THE DEFINITION OF INDIAN. IF YOU DO NOT SUBMIT ALL OF THE DOCUMENTS INDICATED HERE, YOU WILL NOT BE CONSIDERED FOR THIS VACANCY.

POSITION: Deputy Director ES-340

SALARY RANGE: \$114,468 - \$172,200

ORGANIZATION: Department of Health and Human Services,
Indian Health Service
Office of the Director

OPENING DATE: September 2, 2008

CLOSING DATE: Open Until Filled

The vacancy will be reviewed October 3 for eligible candidates. If there are not a sufficient number of candidates, the vacancy will be reviewed every 30 days thereafter until a selection is made.

LOCATION: Rockville, Maryland

AREA OF CONSIDERATION: Applications will be accepted from all qualified persons.

This position is a Public Trust, Level VI position, therefore the selectee will be subject to a full-field background investigation and security clearance before being appointed to the position and will be required to complete a Public Financial Disclosure Report, Standard Form 278.

COMPENSATION AND BENEFITS: This is a permanent position. You will be covered by a defined

benefit, contributory Federal retirement system. You may participate in a retirement savings investment plan that offers before tax savings and tax deferred investment earnings. You may select one of a variety of health plans and options under the Government's Federal Employees' Health Benefits program, and you may participate in the Federal Employees' Group Life and Long Term Care Insurance plans and Flexible Spending Account program. You will earn 26 vacation leave days per year. You will also earn 13 days of sick leave per year. In addition, the Government observes 10 regular paid holidays each year.

DUTIES AND RESPONSIBILITIES

The incumbent serves as full deputy to the Director, IHS (hereinafter "the Director") and as such, shares responsibility fully with the Director for the total management of the Indian Health Service mission including the planning, directing and evaluating of program activities. The incumbent assumes primary responsibility for supervising day-to-day operations, assisting the Director in promoting Government reform, developing strategic plans and measuring results.

Provides national leadership for implementing agency goals and mission; provides overall organization management to improve agency performance; oversees agency-specific efforts to integrate performance and budgeting; strengthen the workforce, advance e-government, and other Government-wide management reforms.

Makes program decisions and commitments, conferring with Area Directors and other field program managers as well as other program officials in IHS headquarters. Assures utilization of all possible resources. Directs the development of policy guidelines and provides direction to service program officials regarding issues, deficiencies and requirements to be used as a basis for planning new programs or the expansion, contraction or elimination of ongoing programs and for determining program effectiveness through program evaluation.

Represents and speaks for the Director in meetings and conferences with Agency and Department officials as well as with high level representatives of other Federal Agencies, Tribal organizations such as the National Indian Health Board, and the National Congress of American Indians, Office of Management and Budget, Congress, State, Tribal and inter-Tribal Governments and other individuals and groups active and influential in shaping opinions, policies and actions in Indian health. Exercises primary responsibility for providing direction and guidance for the development of background materials and justifications required for testimony presented to Congressional appropriation and legislative committees. Along with the Director, serves as a principal witness before such committees.

The incumbent defines strategies, establishes goals and sets priorities for completion of projects, tasks and activities by the staff. The incumbent, either directly or through subordinate supervisors, develops work plans and performance evaluation criteria for all staff; evaluates employee performance; interviews candidates for positions and recommends or selects employees; effects disciplinary measures; approves leave; advises employees on work and administrative matters; advises employees on career development plans and training; assures conformance with EEO and Indian Preference goals and objectives; and adheres to IHS and government-wide regulations concerning travel, training and administrative leave. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must provide evidence that they possess substantive experience which has provided knowledge of the principles of organization, management, and administration as well as specialized (managerial/liaison/legislative/communication) experience in health services work directly related to this position.

Unless currently serving under a career Senior Executive Service appointment, eligible for reinstatement into the Senior Executive Service, or successfully completed a Senior Executive Service Candidate Development Program approved by the Office of Personnel Management (OPM),

all applicants must submit a narrative statement covering each of the Executive Core Qualifications (ECQs) listed below.

In addition, applicants must address all Mandatory Technical Qualifications. Examples should be clear and concise, and emphasize the level of responsibilities, scope and complexity of programs managed, program accomplishments with results of actions taken, policy initiatives and level of contacts. Narratives should be limited to no more than two pages in response to each ECQ and Mandatory Technical qualifications. **Additional information on the ECQs is available at www.opm.gov/ses/handbook.html.**

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs):

The Office of Personnel Management considers the five ECQs described below as necessary for successful performance in any Senior Executive Service position. The basic definition for each ECQ is supplemented with key characteristics that indicate possession of the ECQ. Applications must meet the five mandatory ECQs to be eligible for initial consideration. Please provide a written response providing at least two examples of your experience with each of the following and do not exceed two pages for each ECQ:

1. LEADING CHANGE

Encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to this is the ability to balance change and continuity; to continually strive to improve customer service and program performance within the basic Government framework; to create a work environment that encourages creative thinking; and to maintain focus, intensity and persistence, even under adversity.

2. LEADING PEOPLE

Involves the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

3. RESULTS DRIVEN

This ECQ stresses accountability and continuous improvement. This includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

4. BUSINESS ACUMEN

Involves the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.

5. BUILDING COALITIONS/COMMUNICATION

Involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

Applicants who meet the ECQ's described above will be further evaluated against the Mandatory Technical Qualifications described below. Applicants must meet the mandatory technical qualifications requirements to be eligible for further consideration.

MANDATORY TECHNICAL QUALIFICATIONS

Candidates must possess a record of progressive experience that includes: substantial knowledge of Indian health policy related issues, the Indian Self-Determination Act, regulations and polices; and demonstrated experience which evidences the applicant's ability to work with Tribal governments and Tribal organizations in planning, directing and evaluating comprehensive public health programs.

This experience must clearly demonstrate progressive ability to effectively manage complex interdisciplinary health programs and health care policies of American Indians and Alaska Natives.

PLEASE PROVIDE WRITTEN RESPONSES TO THE FOLLOWING:

- (1) Demonstrated substantial knowledge of the Indian Health Care Improvement Act, the Indian Self Determination Act, as well as Federal Health Care Delivery Systems including the IHS System, regulations and policy, and knowledge of HHS and IHS policies and procedures for public affairs.
- (2) Demonstrated experience formulating and implementing high-impact policies, programs and projects and advising the senior executive of a large organization on options for resolving problems caused by existing or proposed policies.
- (3) Demonstrated experience providing overall organizational management to improve the performance of a large agency, integrate performance and budgeting, strengthen workforce, advance e-government and other Government-wide management reforms.
- (4) Demonstrated ability to formulate, administer, and support organizational policies, the delegation of authority, organizations and functions development and management control activities.
- (5) Demonstrated experience providing expert analysis and advice regarding the impact of proposed legislation and the development of briefing materials or testimony for Congressional hearings.
- (6) Demonstrated experience as an organization's liaison for inter-governmental and/or private sector initiatives that impact health care.
- (7) Demonstrated experience disseminating information to officials of Government agencies, OMB, Congress, State and local governments, including Tribal governments, Tribal organizations and Indian community organizations, as well as the general public.
- (8) Demonstrated experience in cross-cutting issues such as, but not limited to, emergency preparedness/security, budget formulation, self-determination issues and the resolution of audit findings.
- (9) Progressive experience in middle or senior management which must have included managing multiple organizational units, the demonstrated ability to administer delegation of authority, organizations and functions development, and management control activities, and the demonstrated knowledge of Indian Preference, EEO, Upward Mobility, and other statutory or policy mandates. .

Evaluation Method

All applicants must meet all of the mandatory qualification requirements to be eligible for further consideration. Applicants are asked to provide detailed write-up of each of the above described experience, knowledge, skill, and/or ability, as well as other personal characteristics, requirements, and must articulate how and when they were utilized including clear, concise examples of their level of accomplishment and degree of responsibility. Qualification determinations will be based on the information supplied. Current or most recent Performance Appraisal must also be provided. Suitability information will be developed through references, interviews, etc. Candidates are to provide the names and current addresses of first and second line supervisors or other responsible officials who have knowledge of candidate's background.

How to Apply

Applicants must submit all of the following:

- (1) Optional Application for Federal Employment (OF-612), Resumes, or any other form containing

personal qualifications. (Form OF-612 is available at all Federal Job Information Centers and Federal Personnel Offices);

(2) A recent performance appraisal including evaluation of quality of work and managerial ability;

(3) Written responses on a separate document relative to the "Executive Core Qualifications" and "Mandatory Technical Qualifications" providing information and examples of experience, education, accomplishments, and/or potential relating to each of the areas described in this announcement; and

(4) A signed statement which says: "I authorize any and all persons directly and/or indirectly involved in the selection process to review my application."

The items above must be submitted to:

Division of Human Resources
Indian Health Service
801 Thompson Avenue
Reyes Building Suite 120
Rockville, Maryland 20852
Telephone Number: (301) 443-6520

Indian preference candidates must also submit a Bureau of Indian Affairs (BIA), BIA Form 4432 (March 1989), Verification of Indian Preference for Employment in Bureau of Indian Affairs and Indian Health Service, and signed by the proper BIA official or Tribal official certifying that the applicant meets the Secretary of Interior's definition of Indian. Application of BIA certification for Indian Preference is made to the BIA Superintendent of the individual's home agency. The BIA certification MUST be submitted with and as a part of the employment application.

PHS Commissioned Officers interested in performing the duties of the position within the Commissioned Corps may submit a resume and respond to the "Executive Core Qualifications" and "Mandatory Technical Qualifications" providing information regarding experience, education, accomplishments, and/or potential.

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 accommodations will be on a case-by-case basis.

Veteran's Preference does not apply to the Senior Executive Service (SES).

All application forms are subject to the provisions of the privacy act and become the property of the IHS. Requests for copies will not be honored.

Equal Employment Opportunity is an inherent and integral part of all federal programs and "Indian preference" is an inherent part of the IHS. The IHS is committed to affording 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 on Indian preference as outlined in the Indian Health Manual, Part 7, Chapter 3. Therefore, absolute preference for employment and/or promotional opportunity in the IHS will be given to qualified American Indian and Alaska Native candidates.

DHHS AND IHS ARE EQUAL OPPORTUNITY EMPLOYERS