



Department: **Department Of Health And Human Services**

Agency: **Indian Health Service**

Sub Agency: **Billings Area Indian Health Service**

Job Announcement Number:
BA-09-04

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Overview

Pharmacist

Salary Range: 60,059.00 - 93,026.00 USD per year

Series & Grade: GS-0660-9/12

Promotion Potential: 12

Who May Be Considered:

Excepted Service Examining Plan Candidates (ESEP)

Merit Promotion Plan Candidates (MPP)

Commissioned Officers

[Which hiring plan should I select?](#)

This Vacancy may be filled through Office of Personnel Management's delegated Direct Hire Authority.

Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your

Open Period: Wednesday, January 07, 2009 to Tuesday, June 30, 2009

Position Information: May be Full-Time, Part-Time, Intermittent, Subject to rotating shifts, Subject to call-back

May be Permanent, Temporary NTE, Term APPT NTE

Duty Locations: Few vacancies - Browning or Heart Butte, MT Few vacancies - Harlem or Hays, MT Few vacancies - Lodge Grass or Pryor, MT Few vacancies - Billings, MT Few vacancies - Lame Deer, MT Few vacancies - Crow Agency, MT Few vacancies - Arapahoe, WY Few vacancies - Ft. Washakie, WY Few vacancies - Wolf Point, MT Few vacancies - Poplar, MT

community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

JOB SUMMARY:

The Indian Health Service (IHS), an agency within the Department of Health and Human Services, is responsible for providing federal health services to American Indians and Alaska Natives. The IHS provides a comprehensive health services delivery system for American Indians and Alaska Natives with opportunity for maximum tribal involvement in developing and managing programs to meet their health needs.

ORGANIZATIONAL LOCATION:

Department of Health and Human Services (HHS), Indian Health Service (IHS), Positions can be filled under this vacancy announcement as vacancies occur throughout the Billings Area

MONTANA: Browning, Heart Butte, Crow Agency, Pryor, Lodge Grass, Harlem, Hays, Poplar, Wolf Point, Lame Deer

Wyoming: Ft. Washakie, Arapahoe

POSITION DETAILS:

Merit Promotion Position: Yes

Travel Required: Yes, Occasional

Supervisory/Managerial Position: May be filled under this announcement (You may be required to serve a one year probationary period)

Relocation Expenses Paid: May be paid

Is position covered by PL 101-630? Yes (See item #7 in the How to Apply Tab)

Is drug testing required? No

Is government housing available? Yes
(depending on availability)

This position requires that you obtain and maintain clinical privileges. If they are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal service.

The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law 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 the Indian Health Manual Part 7, Chapter 3. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Key Requirements:

- Bonus may be offered. Must have a current unrestricted license.
- This job has Selective Placement Factor see Qualification Tab.
- Position subject to background investigation

Duties

Major Duties:
MAJOR DUTIES:

Incumbent performs or supervises professional pharmacy work, such as drug selection, compounding and dispensing, bulk compounding of pharmaceutical

and stock preparation. Provides information and consultative services to the medical staff on drugs, their characteristics, dosage, indication, contraindications, adverse reactions, availability of alternative medications, etc. Participates in teaching programs for residents and interns, and maintains control and security of narcotics and other controlled substances.

Qualifications and Evaluation

Qualifications:

SELECTIVE PLACEMENT FACTOR: Selective factors are knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. *Applicants who do not meet the following selective placement factor are ineligible for further consideration:* APPLICANTS Must possess and maintain a current, active, unrestricted PHARMACY license in a State, District of Columbia, the Commonwealth of Puerto, or a territory of the United States.

IF APPLICABLE, SELECTED INDIVIDUAL IS REQUIRED TO OBTAIN AND MAINTAIN MEDICAL STAFF CLINICAL PRIVILEGES. IF PRIVILEGES ARE NOT OBTAINED OR MAINTAINED DURING EMPLOYMENT, THE EMPLOYEE MAY BE SUBJECT TO ADVERSE ACTIONS, UP TO AND INCLUDING REMOVAL FROM THE FEDERAL SERVICE.

QUALIFICATION REQUIREMENT: Except for the substitution of education as provided in the Operating Manual for Qualification Standards, applicants must meet the following basic requirements in addition to the following types of experience, in the amounts indicated.

BASIC REQUIREMENT: *Education:* Four-year bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education. *Licensure:* Except for research positions that do not entail patient care, all applicants must be licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

Applicants who meet the basic requirements qualify for GS-7.

Additional Requirements for Grades GS-9 and Above:

GS-9: Successful completion of a 5-year course of study leading to a bachelor's or higher degree in pharmacy from an approved pharmacy school, or 1 year of professional pharmacy experience equivalent to at least a GS-7.

GS-11: Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (PharmD) degree; or 1 year of professional pharmacy experience

equivalent to at least GS-9.

GS-12: One year of professional pharmacy experience equivalent to at least GS-11.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish basic colors.

SUPERVISORY POSITIONS: For supervisory positions, the Qualification Standard for Supervisory Positions in part IV of the Qualifications Standards Operating Manual must be used in conjunction with this standard.

DRIVER'S LICENSE: For certain positions, applicants may be required to have a valid state driver's license.

Positive Education Requirements. This position has specific educational requirements. To qualify for this position you must possess the required education as noted under qualifications.

If selected and you are qualified based on education you must provide an official transcript.

TIME IN GRADE REQUIREMENT: Federal status applicants must have completed at least 52 weeks of service in a position no more than one grade lower than position to be filled. If selected under the Excepted Service Examining Plan individual may be appointed without regard to time-in-grade requirements.

How You Will Be Evaluated:

BASIS OF RATING: There is no written test. Candidates will be rated on a scale of 70 to 100, based on the extent and quality of your education, experience, and training as they relate to the duties of the position and grade your applying for. Your rating will be based on the information on your application and on any additional information obtained by this office. You will be rated for all grade levels for which you qualify and indicate you will accept. Indian preference candidates will be rated against the Preston Standards.

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluates to determine the extent to which their education, work related experience, training, awards, professional recognition and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics, (KSAP's) required to perform the duties and responsibilities described above.

KSAP'S SUPPLEMENTAL QUESTIONNAIRE

Applicants are encouraged to address the following KSAP's on a separate sheet of paper attached to their application.

The KSAP's will be the basis for determining which applicants are best qualified.

1. Knowledge of current dispensing practices and drug compounding, correct labeling, drug regulations, and therapeutic incompatibilities. Please cite examples and describe.
2. Knowledge of basic pharmacy management functions. Please cite examples and describe.
3. Skill in interviewing and counseling techniques. Please cite examples and describe.
4. Knowledge of pharmacology, pathophysiology, pharmacokinetics, disease states, and current treatments. Please cite examples and describe.

Benefits and Other Information

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.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.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:

<http://www.usajobs.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.gov/jobextrainfo.asp#HOLI>

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info:

<http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

DIRECT HIRE AUTHORITY -This vacancy may be filled through Office of Personnel Management's delegated Direct Hire Authority. If so, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The 'rule of three', Veterans' preference and traditional rating and ranking of applications do not apply to this vacancy.

For more information on OPM's authorization of Direct Hire Authority, please visit http://www.opm.gov/employ/direct_hire/index.asp. Applicant must undergo a background investigation and be able to qualify for appropriate security clearance, unrestricted access to secure areas. Must possess a valid State government-issued driver's license. Subject to shift operations, to be on-call 24 hours a day, 7 days a week, independent of shift assignments. In addition to the normal salary range, when applicable requirements are met, this position may provide additional compensation through one or more of the following: Physicians Comparability Allowance, Physicians Special Pay or a Recruitment Bonus.

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

The materials you send with your application will not be returned.

If you are selected at a grade lower than the highest shown in this listing, you will be placed under a career development plan and can be non-competitively promoted when you successfully complete the requirements for the higher grade.

[Veterans Information](#)

[Displaced Federal employees ICTAP criteria.](#)

[CTAP Information](#)

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

Measles and Rubella immunization required for selectees born after 1957.

Male applicants born after December 31, 1959 must be registered with the Selective Service.

This position may be covered under a bargaining unit.

Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), qualification requirements, licensure requirements, performance requirements, citizenship and suitability requirements, and any other eligibility requirements

How to Apply

How To Apply:

Choose one of the following forms to apply for this job.

Please submit one application or resume for each job you are applying for.

-Optional Application for Federal Employment (OF-612)

-Application for Federal Employment (SF-171)

-Resume or Other written application format

JOB INFORMATION: Announcement number and lowest grade you wish to be considered for. To receive consideration under the Merit Promotion Plan and the Excepted Service Examining Plan you must submit a written request with your application.

PERSONAL INFORMATION: Full name, mailing address (with zip codes), day and evening telephone numbers, Social Security Number, Country of citizenship;

WORK EXPERIENCE: Give the following for your paid and non-paid work experience related to the job for which you are applying: Job title; Duties; Employer/Supervisor's name, address and/or telephone number; Starting and ending dates of employment must include - month and year; Average hours worked per week; Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS: Job related training courses (title and year); Job related skills, for example: other languages, computer software/hardware, tools, machinery, typing speed; Job related certificates and licenses (if you are a licensed medical professional, submit a copy of your license to practice); Honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

SUPPORTING DOCUMENTATION :

Supporting documentation requested to complete the application process

1. If claiming Indian Preference, you must submit the BIA Form 4432 'Verification of Indian Preference for Employment in BIA and IHS'.
2. If claiming Veteran's Preference, include a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
3. Copy of latest Personnel Action (SF-50), if a current or former Federal

employee, and/or if requesting Reinstatement Eligibility.

4. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
5. [Addendum to Declaration for Federal Employment](#), This is designated as a Childcare position under P.L. 101-630 Indian Child Protection.
6. [Declaration for Federal Employment](#)

Contact Information:

Bernice Hugs
Phone: 406-247-7216
Fax: 406-247-7251
TDD: 301-443-6394
Email: BILBAHR@ihs.gov

Or write:
Department Of Health And Human Services
INDIAN HEALTH SERVICE
2900 4TH AVE NORTH
BILLINGS, MT 59107
US
Fax: 406-247-7251

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring

agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

[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.

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 will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - 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 subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

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Send Mail

Send Mail to:

Department Of Health And Human Services
INDIAN HEALTH SERVICE
2900 4TH AVE NORTH
BILLINGS, MT 59107
US
Fax: 406-247-7251



Questions?

For questions about this job:

Bernice Hugs
Phone: 406-247-7216
Fax: 406-247-7251
TDD: 301-443-6394
Email: BILBAHR@ihs.gov

USAJOBS Control Number: 1439358

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