



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

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

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. AAO-OC-680	OPENING DATE 01-05-09	CLOSING DATE OPEN CONTINUOUS
POSITION TITLE, SERIES, GRADE AND SALARY Dental Officer GS-680-11, \$74,309 per annum GS-680-12, \$85,110 per annum Special Salary Rates Authorized Under 5 USC 5303 <u>Specialties include:</u> Pediatric Dentist Periodontist Prosthodontist Oral Surgeon Endodontist Orthodontist	LOCATION & DUTY STATION PHS Indian Hospital, Albuquerque, NM PHS Indian Hospital, Acoma, NM PHS Indian Hospital, Mescalero, NM PHS Indian Hospital, Santa Fe, NM PHS Indian Hospital, Zuni, NM PHS Indian Health Centers: Dulce, Laguna, Santa Clara, Cochiti, San Felipe, Santo Domingo and Taos/Picuris, NM & Ignacio and Towaoc, CO PHS Indian Health Clinics: Canoncito, Santa Ana, Zia and Albuquerque Indian Dental Clinic	

AREA OF CONSIDERATION: ALL SOURCES

RELOCATION EXPENSES: Relocation Expenses will be paid.

CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/résumés on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF) for a period of six (6) months. Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.
- The incumbent of this position is subject to call back and/or standby work.
- Positions may be permanent or temporary, term, full-time, part-time or intermittent (work only when called.)
- This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from federal service.
- Promotion Potential: Positions may be filled at one of the grade levels listed above. Depending on the specialty and location, some permanent positions have promotion potential.
- This announcement is for non-supervisory/non-managerial positions only.
- 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:

This announcement will be used to fill vacancies as they occur for Staff Dentist positions at Service Units. Provides direct care/services to neo-natal, pediatric, geriatric, adolescent and adult patients. Types of positions to be filled will determine the duties and responsibilities. Candidates are requested to indicate the specialty area for which they are applying.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Basic Requirements:

Education: Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA approved school.

Licensure: Applicants must be currently licensed to practice dentistry in a state, the District of Columbia, or Puerto Rico.

Applicants who meet the basic requirements qualify for GS-11.

NOTE: Candidates can apply within six (6) months of meeting the education and/or licensure requirements. However, evidence of meeting the requirements must be provided and verified prior to entrance on duty.

Additional Requirements for Grade GS-12 and above:

- *Approved internship; approved residency* – Training in a hospital dental internship or residency approved by the Council on Dental education of the American Dental Association.
- *Graduate-level study* – Either dental graduate study leading to an advanced degree such as Master of Science, or postgraduate (non-degree) dental school study involving a level instruction comparable to that provided in a graduate degree program.
- *National certifying board* – An examining board in a special area of dental practice recognized by the Council on Dental Education of the American Dental Association.
- *Board eligibility* – Qualification for examination by a national certifying board as a result of having met the advanced training program requirements for dental specialty.

Experience and/or training must be one of the following types:

- Post-licensure professional experience in the general practice of dentistry.
- Approved internship training.
- Approved residency training.
- Graduate-level study in an accredited dental school.
- Post-licensure professional experience in a specialized area of practice.
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

For specialist positions, experience and/or training must clearly establish the applicant's status as a specialist.

GS-12: Two years of professional dentistry experience and/or training; or superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past 5 years, would fall into the upper half of the group.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish shades of color.

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each PHS Dentist must possess and maintain a valid dental license in a State. This policy applies only to individuals filling positions in the 680 Dental Officer series. The sole exception involves dentists who have met all professional requirements for admission to the state licensure examination and have passed such examination, but

who have been issued a limited state license on the basis of either non-citizenship in that State or lack of residency requirements in that State.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates for GS-11 must have completed at least 52 weeks of service in positions 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 in positions 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 dental practice, science and materials.
2. Ability to analyze and evaluate oral health problems.
3. Ability to use dental instruments, equipment, supplies and materials.
4. Ability to meet, manage and deal.

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 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 (individuals 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).

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

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 Shirley Toribio (505)-248-4987. 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 submitted to the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110
(505) 248-4510

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or Office of Personnel Management's (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Shirley Toribio, Human Resources Specialist, 505-248-4987.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/forms/pdf_fill/of0306.pdf
- Applicants **must** submit a copy of college transcripts to meet positive education requirements. **Official transcripts will be required prior to entry on duty.**
- Copy of valid license/registration as required by PHS Licensure Policy. Copy of License with expiration date. See "NOTE" under Basic Qualification Requirements.
- Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions.
- Supplemental Qualifications Statement – Dental Officer
- Geographic Availability within the Albuquerque Area IHS medical facilities.
- See '**HOW TO APPLY**' on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/Shirley Toribio
Human Resources Specialist

01/05/09
Date

SUPPLEMENTAL QUALIFICATIONS STATEMENT

Dental Officer, GS-11 through 12

(Please complete this form and attach to your application.)

Name (Last, First, Middle) _____

Birth Date

Social Security Number

US Citizenship
() YES () NO

Address (Number, Street, City, State, Zip Code)

Basic Professional Training (Name and Location of School)

Type of Degree (e.g., M.D.) and Date Received: _____

If your degree was received in a school outside of the U.S., have you passed the examination given by the Education Council for Foreign Medical Graduates? () YES () NO

INTERNSHIP: TYPE OF Internship and Specialty _____

Name and Location of Hospital (City and State) _____

Name of Chief of Service or Program Director _____

Dates Attended (Month/Year) from _____ to _____

Date Certificate Received _____

RESIDENCY TRAINING AND FELLOWSHIP: Name of Specialty _____

Name and Location of Hospital (City and State) _____

Name of Chief of Service or Program Director _____

Dates Attended (Month/Year) from _____ to _____

Date Certificate Received _____

OTHER GRADUATE EDUCATION:

Major field of study or program _____

Name and Location of Institute (City and State) _____

Certificate, Diploma, or Degree Received and Date _____

Dates Attended (Month/Year) from _____ to _____

CERTIFICATION BY A SPECIALTY BOARD:

Are you eligible for certification by an American Specialty Board? () YES () NO

Are you board certified? () YES () NO

If your answer to A or B is "Yes," furnish the following:

Name of specialty board _____

Specialty _____ Date of Certification _____

GEOGRAPHIC AVAILABILITY FORM

Please place an **X** next to those locations for which you wish to be considered. These are the Hospitals/Clinics that are located within and serviced by the Albuquerque Area Indian Health Service.

- Acoma/Canoncito/Laguna Hospital**
- Laguna Clinic
- Tohajilee Clinic
- New Sunrise Regional Treatment Center

- Santa Fe Hospital**
- Santa Clara Clinic
- Cochiti Clinic
- Santo Domingo Clinic
- San Felipe Clinic

- Albuquerque Hospital**
- Santa Ana Clinic
- Zia Clinic
- SIPI Clinic

- Southern Colorado Ute**
- Ignacio Clinic
- Towaoc Clinic

Mescalero Hospital

Taos Picuris Health Center

Dulce Health Center

Zuni Hospital

SPECIALTY

Place an **X** next to those specialty for which you are qualified and wish to be considered. The specialities identified below are what are covered by the open continuous announcement. Your application/resume will be carefully reviewed to determine whether you possess the required knowledge, skills and abilities for specified specialty area(s) you choose.

Pediatric Dentist

Periodontist

Prosthodontist

Oral Surgeon

Endodontist

Othodontist

WORK SCHEDULE

Indicate your availability for employment:

Appointment Type	YES	NO
Permanent		
Full-Time		
Intermittent		
Term		

Appointment Type	YES	NO
Temporary		
Less than 1 month		
1 to 4 months		
5 to 12 months		

Rotating/Shift Work	YES	NO
Weekends		
Evenings		
Nights		

Grade/Pay – The position must pay at least \$_____ per _____ (year, month, day or hour) or be at least a grade _____.

When will you be available for work? _____ (month and year).

Signature

Date

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.

<p>Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf</p>	<p>Résumé or Other written application format with information requested below.</p>
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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.