



Department of Health and Human Services
Public Health Service
Indian Health Service

Vacancy Announcement

Announcement No.: **IHS-09-026**
 Opening Date: **01-13-2009**
 Closing Date: **02-13-2009**
 Area of Consideration: **Government-Wide**
 Any Qualified Indian Candidates

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) 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 Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Equal Employment Manager
GS-0260-12/13

OFFICE LOCATION:

Indian Health Service
Portland Area Office
Western Region
Portland, Oregon

SALARY RANGE:

GS-13: \$84,533 - \$109,895 PA
GS-12: \$71,087 - \$92,409 PA

- One permanent full-time position.
- Position has known promotion potential to the GS-13 level.
- Position **does** contain supervisory responsibilities.
- Travel and relocation expenses **will be** paid.
- You **must** be a U.S. citizen to qualify for this position.
- **Response to the KSA's is REQUIRED and each KSA must be responded to separately.**
- All applications and required documents (See Required Documents on Page 4) **MUST** be received by **5:00 PM** Eastern Time (ET) the date this vacancy announcement closes.
- **If you are submitting your application via the U.S. Postal Service (regardless if it is Priority Overnight or Federal Express) please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery at this facility.**

BRIEF STATEMENT OF DUTIES: The incumbent serves as a Regional Diversity Management/Equal Employment Manager and directs the Regional Diversity Management/Equal Employment Opportunity (EEO) program for the Western Region which is comprised of the Portland, Alaska, and California Area Offices. The program is complicated by the intermingling of General Schedule, Commissioned Corps and Tribally employed staff within the Region. This position operates in a dynamic and complex organizational setting. The incumbent provides leadership to top management in the serviced Areas to carry out the IHS continuing policy and program of nondiscrimination and affirmative action. The program is primarily concerned with improving minority and female representation in the professional and administrative occupations within the Region and creating upward mobility career ladders from clerical positions to technical and administrative positions. Conducts studies, organizational reviews, and workforce analysis and participates in personnel management

evaluations, management evaluations, management audits, and similar reviews to identify systemic equal employment problems such as under-representation in professional lines of work or management policies and practices that may have a disparate impact on classes of employees or job applicants. Sets objectives and goals for the Regional Diversity Management/EEO program. Manages the Regional Complain Adjudication Program. Serves as technical advisor to top level management concerning the resolution of EEO complaints as well as systemic complaints. Plans, organizes, directs, staffs, carries out, reviews, and evaluates a positive management advisory EEO program. Explains the features of the Complain Adjudication Program and the EEO Complaint process to diverse audiences within the Region. Counsels employees and applicants who believe they have been discriminated against; supervises the timely, fair and impartial consideration and disposition of complaints; schedules prompt investigation of complaints, negotiating for informal adjustment wherever possible and secures all documents pertinent to informal and formal complaints. Makes final accept or dismissal decision on formal discrimination complaints. Conducts detailed fact-finding investigations and analyses to determine what occurred in specific complaint cases, or to identify and resolve systemic EEO problems in the Region. Tracks EEO complaint cases through the EEO complaint process. Produces reports on complaint status on a regular basis. Manages the Special Emphasis Program (SEP). Develops goals and objectives for SEP. Initiates, develops, directs and evaluates the SEP. Manages the appointment, training and activities of collateral duty SEP managers throughout the Region. Plans and organizes special educational seminars and provides one-on-one and small group consulting for Regional managers and supervisors to develop their understanding and gain acceptance of equal employment.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT: (Education & Experience)

GS-13: Candidates must have 1 year of specialized experience equivalent to at least the GS-12 grade level.
GS-12: Candidates must have 1 year of specialized experience equivalent to at least the GS-11 grade level.

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions click on link below:

<http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp>

Specialized Experience: is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. **Specialized experience: *must have experience in Federal Complaints processing; experience serving as an EEO counselor; providing training to EEO counselors and/or SEP managers; developing, identifying, and making significant changes to agency EEO policies and practices; resolving difficult systemic EEO problems; and serving as a mediator or represented parties in negotiations. The Brief Statement of Duties addresses other specialized experience required.*** Applicants **must** clearly demonstrate in their application that they possess strong qualifications/experience required of this position. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are show under “Brief statement of Duties” above. The specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed 52 weeks of service no more than 1 grade lower than the position to be filled.

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

EVALUATION METHOD: Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA(s). The information provided will be used to determine the “Best Qualified” candidates.

Responding to KSA's is **REQUIRED** and each KSA must be answered and a separate response must be made for each question.

1. Demonstrated knowledge of the concepts, principles, and methods to manage, plan, organize, direct, implement, carry out, review, and evaluate a comprehensive Area/Regional Diversity Management/Equal Employment Opportunity Program.
2. Demonstrated knowledge of and ability in applying laws, legal procedures, principles and methods governing the Federal EEO pre-complaint and formal complaint process.
3. Demonstrated ability in conducting and writing fact finding reports and utilizing dispute resolution techniques.
4. Demonstrated ability and experience in managing Federal Special Emphasis Programs (SEP) that addresses barrier analysis, data analysis, education and recruitment.
5. Demonstrated ability to communicate effectively orally and in writing to diverse groups of individuals to include Federal Officials, attorneys, Agency heads and principal staff as well as the general public on a variety of issues.

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116 (b) (8) by Indians entitled to Indian Preference.

WHO MAY APPLY:

Merit Promotion Candidates (MP): Applications will be accepted from applicants who are status eligible (e.g., reinstatement eligible <http://www.usajobs.opm.gov/ei2.asp> and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service.

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 applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- **Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.**

Veterans' Preference: If you have served on active duty in the U.S. Armed Forces and were separated under honorable conditions you 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 or for more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom or in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

To claim veterans' preference, veterans must submit 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 must 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](#).

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.

Commissioned Corps Officers: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3, **and must submit all other documents specified in this announcement including KSAs, transcripts, registration, etc.**

Displaced Federal Employees:

SPECIAL SELECTION PRIORITY PROVISIONS FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES UNDER A *CAREER TRANSITION ASSISTANCE PLAN* (CTAP).

A. CTAP (for Non - DOD Agencies Only)

If you are currently an employee who has received a Reduction-in-Force (RIF) separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a direct reassignment or transfer of function outside of the local commuting area, you may be entitled to special selection priority under the Career Transition Assistance Plan (CTAP). To receive this priority consideration you must:

1. Be a current Indian Health Service career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and you are still on the rolls of the Indian Health Service. You must submit a copy of the RIF notice, CES, or notice of proposed separation 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 the Indian Health Service in the same commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated **well-qualified** for the position. **Well qualified employees are eligible displaced Federal employees** who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to succeed in the position ***without undue interruption***. Under IHS merit promotion procedures, the employee will be rated and ranked against an established cut-off score to determine the best qualified applicant.

B. ICTAP (for all Federal Agencies)

SPECIAL SELECTION PRIORITY PROVISIONS FOR DISPLACED FEDERAL EMPLOYEES UNDER THE *INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN* (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special selection priority under the Interagency Career Transition Assistance Plan (ICTAP). To receive this priority you must:

1. Be a displaced Federal employee. You must submit with your application a copy of the appropriate documentation, such as a RIF separation notice, a Standard Form 50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. The following categories of persons 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 or illness, 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 retired under the discontinued service retirement option;
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special 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 were separated.
3. Have a current (or last) performance rating of record of at least fully successful or the equivalent. You must submit a copy of this performance rating 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 selection priority.
5. File your application by the closing date of the vacancy announcement and meet all of the application criteria (e.g., submit all required documentation, etc.)
6. Be rated "**well qualified**" for the position. **Well qualified employees are eligible displaced Federal employees** who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to **satisfactorily perform the duties of the position upon entry**. Under IHS merit promotion procedures, the employees will be rated and ranked against an established cut-off score to determine the best qualified applicant.

HOW TO APPLY

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. **A written response to each KSA.** In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the evaluation and ranking processing.
 - **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM**

CONSIDERATION FOR THIS POSITION.

REQUIRED DOCUMENTS (if applicable)

3. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
4. Current civil service employees and reinstatement eligible applicants **must submit a copy of your most recent SF-50** (Notification of Personnel Action).
5. Indian Preference applicants - to obtain preference, applicants must provide a **completed copy of Form BIA- 4432**. Applicants who wish to receive Indian Preference **MUST** submit the Form BIA-4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.
6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript [OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of transcript).
8. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf. The form is used for statistical purposes only and will not be forwarded to the selecting officials.

HOW TO SUBMIT YOUR APPLICATION

1) You may submit your application by U.S. Mail or other commercial carrier.

Applications may be mailed to the following address:

Indian Health Service
Division of Human Resources
801 Thompson Ave., Suite 120
Rockville, Maryland 20852

Note: Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

2) You may submit your application in person.

If you wish to submit an application in person, please bring your application to:

Indian Health Service
Division of Human Resources
12300 Twinbrook Parkway, Suite 230,
Rockville, Maryland 20852

3) You may submit your application by email.

If you wish to submit your application by email, you may send it to the following email address:
HQDHR@ihs.gov

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS**, <http://www.usajobs.gov> or **IHS Website, www.ihs.gov**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

Faxed applications will **not** be accepted.

All applications along with all supporting documents must be received by close of business 5:00 pm Eastern Time (ET) on the closing date of this vacancy announcement. We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date.

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact Delilah M. Covers Up, Management Analyst, at (301) 443-6520.
- **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 accommodation will be on a case-by-case basis.
- **TTY NUMBER IS 301.443.6394**
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, "Declaration for Federal Employment"** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. 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.
- **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER