



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

**Agency: Indian Health Service**

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

**Job Announcement Number:**

**BA-09-01**

Overview



## MEDICAL OFFICER

**Salary Range:** 100,000.00 - 200,000.00 USD per year  
Grade and Salary are determined by qualifications and experience. Salary Range may include compensation through one or more of the following: Physicians Comparability Allowance, Market Pay, or a Recruitment or Relocation Bonus or a Retention Allowance.

**Series & Grade:** GS-0602-13/15

**Promotion Potential:** 15

### Who May Be Considered:

Excepted Service Examining Plan Candidates (ESEP)  
Merit Promotion Plan Candidates (MPP)  
Veteran's Preference Candidates  
Commissioned Officers

### Which hiring plan should I select?

DIRECT HIRE AUTHORITY - This vacancy may be filled through Office of Personnel Management's delegated Direct Hire Authority. For more information on how to apply under the Direct Hire Authority (DHA) please see 'Other Information' by clicking the Benefits & Other Info tab.

### 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 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.

The Indian Health Service (IHS), an agency within the Department of Health and Human

**Open Period:** Thursday, January 01, 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 - Arapahoe, WY Few vacancies - Billings, MT Few vacancies - Browning or Heart Butte, MT Few vacancies - Lodge Grass or Pryor, MT Few vacancies - Harlem or Hays, MT Few vacancies - Poplar, MT Few vacancies - Crow Agency, MT Few vacancies - Ft. Washakie, WY Few vacancies - Lame Deer, MT Few vacancies - Wolf Point, MT

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: Billings, Browning, Heart Butte, Crow Agency, Lodge Grass, Pryor, 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 #5 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 a Selective Placement Factor see Qualification Tab.
- Position subject to Level V or Level VI Background/Security clearance.

**Duties****Major Duties:**

Incumbent serves as a physician and provides inpatient and outpatient care for the various Indian Tribes residing in the States of Montana and Wyoming. Conducts regular outpatient clinics, general medical and pediatric, for examination, diagnosis and treatment of patients. Determines when the services of a specialist are needed to treat unusual cases. Make necessary arrangements for the admission of hospital patients to appropriate hospital. Analyzes the clinical records of new inpatients to determine preliminary diagnosis, affords professional care to patients confined, obtains necessary consultation for cases presenting difficulty in diagnosis or treatment, and authorizes admission of patients to contract hospitals for emergency medical care and surgery. Participates in service unit and area meetings to develop new, modify existing, and evaluate medical procedures relative to patient care with objective of improving and increasing the degree of patient care given to patients.

**Qualifications and Evaluation****Qualifications:**

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

**BASIC REQUIREMENTS: Degree:** Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. [A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) (or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country).]

**Graduate Training:** Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training. (This 1-year of supervised experience may be waived for research or administrative positions not requiring direct patient care.) For purposes of this standard, graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada. Listings of accredited programs are published yearly in the *Directory of Residency Training Programs* and the *Yearbook and Directory of Osteopathic Physicians*.

·An *internship program* involves broadly based clinical practice in which physicians acquire experience in treating a variety of medical problems under supervision (e.g., internal medicine, surgery, general practice, obstetrics-gynecology, and pediatrics). Such programs are in hospitals or other institutions accredited for internship training by a recognized body of the American Osteopathic Association (AOA).

·A *residency program* involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body of the American Medical Association (AMA) or AOA.

·A *fellowship program* involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or other institution accredited in the United States for such training.

**Licensure:** For positions involving patient care, candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Applications will be accepted from physicians who are not currently licensed; however, if selected for appointment, they must (a) obtain a license before entering on duty, or (b) meet one of the following provisions:

·*Appointments Pending Meeting Licensure Requirement:* Individual circumstances may warrant appointments pending meeting the licensure requirement (e.g., when a candidate has a temporary license to practice until the next regular session of the licensing board). Persons appointed pending licensure may not be retained beyond 1 year of appointment if they do not obtain the license.

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

**Additional Requirements for Grades GS-12 and Above:** The requirements below are grouped according to types of programs-clinical and training, aviation medical, occupational health, disability evaluation, maternal and child health, and research.

·*Clinical and Training Programs-*Within Federal clinical and training programs, a distinction is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Graduate training and experience must, therefore, be well rounded. Specialist positions require graduate training and experience related to the specialty and subspecialty of the position to be filled. Experience may not be substituted for training essential for performing specialized duties. The length and content of residency programs depends upon the specialization and requirements of recognized accrediting American medical specialty boards. These boards are authorized to conduct examinations to determine the competence of physicians in the specialty, to issue certificates of qualification, to participate in evaluating the quality of residency programs, and to determine the requirements for certification.

## **GENERAL PRACTICE POSITIONS**

### **GRADE**

**GS-13: 3 Years of graduate training or equivalent experience and training.**

**GS-14: In addition to the requirements for GS-13, 1 year of appropriate experience equivalent to at least the next lower grade level.**

**GS-15: In addition to the requirements for GS-13, 1 year of appropriate experience equivalent to at least the next lower grade level.**

**SPECIALTY POSITIONS**

**GS-13: 3 years of residency training in the specialty of the position to be filled or equivalent experience and training.**

**GS-14: 4 years of residency training in the specialty of the position to be filled or equivalent experience and training.**

**GS-15: 5 years of residency training in the specialty of the position to be filled or equivalent experience and training.**

**PHYSICAL REQUIREMENTS:** Candidates must have the capacity to perform the essential functions of the position without risk to themselves or others. In most cases, a specific medical condition or impairment will not automatically disqualify a candidate. A physical condition or impairment may be disqualifying if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position

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 the position to be filled. If selected under the Excepted Service Examining Plan, individuals 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 you are 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 evaluated 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. Theoretical and practical knowledge of medicine. Please cite examples and describe.
2. Ability to get along well with other staff and patients, including those of other cultural background. Please cite examples and describe.

3. Ability to make appropriate referrals to other specialists/service. Please cite examples and describe.

Benefits and Other Information

**Benefits:**

The federal government offers a number of exceptional benefits.

**Other Information:**

**For further information about the Billings Area Indian Health Service, please go to the following website:**

**<http://www.lhs.gov/FacilitiesServices/AreaOffices/billings/recruitment/index.asp>**

**DIRECT HIRE AUTHORITY (DHA) -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](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.**

**To apply under the DHA you must submit a hard copy application that consists of the following documents to the address at the bottom of this page.**

- 1. Optional Application for Federal Employment (OF-612) or Resume**
- 2. Copy of latest Personnel Action (SF-50), if a former Federal employee requesting Reinstatement Eligibility.**
- 3. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.**
- 4. Addendum to Declaration for Federal Employment, This is designated as a Childcare position under P.L. 101-630 Indian Child Protection.**
- 5. Declaration for Federal Employment**
- 6. A license, national certification, registration or prescriptive authority showing the expiration date as required by this position.**

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 is 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  
PO BOX 36600 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.

 CLOSE PRINT**Send Mail****Send Mail to:**

Department Of Health And Human Services  
INDIAN HEALTH SERVICE  
PO BOX 36600 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

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