

*****AMENDMENT*****

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT

May 4, 2009

*****Amended to correct information under "Qualification Requirements Section"*****

POSITION: Human Resources Specialist (ER/LR)
(AB1113)(AB9803)

Of Positions: 2

LOCATION: Aberdeen Area Indian Health Service (IHS), Northern Plains
Regional Human Resources, Workforce Relations, Aberdeen,
South Dakota.

GRADE & SALARY: GS-201-07 \$38,117 - \$49,553
GS-201-09 \$46,625 - \$60,612
GS-201-11 \$56,411 - \$73,329 per annum

VACANCY NUMBER: NP-09-0020-AB-MPP-A

OPENING DATE: May 4, 2009

CLOSING DATE: May 22, 2009

Applications and related documents **MUST** be received at the above address by **5:00 p.m.** on the closing date of this announcement. For information contact **Mr. Troy Bad Moccasin Lead Human Resource Specialist (placement)** at **(605) 226-7217**. All applications are subject to retention; no requests for copies will not be honored. Applications can be **faxed** to **(605) 226-7668**, **(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application. **E-MAIL TO: troy.badmoccasin@ihs.gov**

APPOINTMENT:

Permanent
 Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.

WORK SCHEDULE:

Full-Time
 Part-Time
 Intermittent
 May include weekends and/or evenings

AREA OF CONSIDERATION:

IHS-Wide
 DHHS-Wide
 Commuting Area

MOVING: * Travel and Relocation Expenses **WILL BE** paid if primarily in the interest of the government and not in the interest of the selected employee.

CONDITIONS OF EMPLOYMENT:

ON-CALL: YES NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

If applicable, "The 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."

Position subject to a successful Level VI Security clearance.

****Employment is contingent on a cleared suitable Background Investigation for the level required for your position. ****

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**
- Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to

PROMOTION POTENTIAL: ___ NO **XX** YES to grade(s) GS-12
SUPERVISORY/MANAGERIAL: **XX** NO ___ YES

may require one year probation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "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."

DUTIES AND RESPONSIBILITIES:

Employee Relations: Provides advice and assistance on situations requiring extensive analysis in which the nature and scope of personnel issues are concealed and obscured by such conditions as communications barriers due to conflicts in attitude, complex organizational structures or personal rivalries, and adverse working conditions or threats to job security which create extremely negative attitudes to other issues. Advisory services to correct poor work situations or prevent potential problems may require substantial interactions with other personnel fields, integrated solutions, and special coordination to minimize impact on activity morale. As an agencies technical expert, he/she responds to personnel program situations where there is the potential for serious impact on the agency's mission. Helps develop strategies and plans, develops new agency policies, procedures and guidelines when the issues under consideration are new and have no applicable precedent or are highly controversial and provides management with interpretations of policy and procedure. Develops solutions to extremely complicated problems with potential to impact all employees or the entire program for the organization, and institutes beneficial changes to the program to eliminate problematic developments in previous practices. Implements procedures for hearing and adjusting grievances and compliance in a prompt and equitable manner, and directs or performs the necessary inquire to establish all facts. Insure that employees have the full benefit of the policy which assures them the freedom to seek adjudication of any grievances. In this regard, the incumbent functions in an advisory capacity on a broad scope to both management and employees in attempting to inform both parties concerned of their rights and obligations. The incumbent is responsible for the orderly conduct of matters related to disciplinary or adverse action.

Labor Relations: Performs duties associated with Labor Management Relations including representing the Area Office in meetings and discussions with formal and informal employee groups. Serves as an advisor to management's negotiating committee for general agreements, and handling grievance cases in accordance with negotiated agreements as appropriate. Advises management on appropriate procedures and practices to avoid unfair labor practice charges on proposed actions.

Workers Compensation Program: Works with supervisors in the area of on-the-job injuries reporting to Office of Workers Compensation Program; denial of within grade increases; requests for outside activity; and processes Background Investigation cases.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard.

GS-7: (1) One year of specialized experience equivalent to at least GS-5; OR (1) One full year of graduate level education or superior academic achievement.

GS-9: (1) One year of specialized experience equivalent to at least GS-7; OR master's or equivalent graduate degree, or (2) two full years of progressively higher level graduate education leading to such a degree.

GS-11: (1) One year of specialized experience equivalent to at least GS-9; OR Ph.D. or equivalent doctoral degree or (3) three full years of progressively higher level graduate education leading to such a degree.

NOTE: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, 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.

EXAMPLES OF SPECIALIZED EXPERIENCE: Implements procedures for hearing and adjusting grievances responsible for the orderly conduct of matters related to disciplinary or adverse action. Serves as an advisor to management's negotiating committee for general agreements, and handling grievance cases in accordance with negotiated agreements as appropriate.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as above.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors, if any, described in this announcement will be further evaluated by determining the extent to which your work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate you possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE – KNOWLEDGE, SKILLS, AND ABILITIES

- 1. Knowledge of applying a wide range of Employee Relations, Labor Relations, and Workers Compensation theories, concepts, laws, rules, regulations, precedents, and procedures to sufficiently perform a variety of difficult and complex assignments to identify interrelated problems, draw conclusions, and recommend appropriate courses of action. Please provide examples.**
- 2. Ability to apply consensus building, negotiation, mediation, interest-based bargaining, and other non-adversarial problem solving approaches and techniques sufficient to resolve problems and advise management. Please provide examples.**
- 3. Ability to conduct fact-finding, analytical and problem solving methods and techniques. Please provide examples.**
- 4. Ability to communicate both in oral and written formats sufficient to prepare and present oral and written findings, and gain acceptance of the difficult/sensitive corrective action, develop and provide program training, and/or prepare instructions. Please provide examples.**

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement, if applicable.

HOW TO APPLY: Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Human Resources, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

- 1) Applicants **MUST** submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
- 2) **Current Performance Rating, if available.**
- 3) Applicants claiming **Indian Preference MUST** submit, along with their application, **FORM BIA-4432, Verification of Indian Preference. BIA FORM-4432 IS THE ONLY ACCEPTABLE FORM used if claiming Indian Preference in the Indian Health Service.**
- 4) **If you wish to substitute appropriate education for experience, you MUST submit your transcripts along with your application.** If your education is appropriate for the position being filled then your education may be substituted for experience. Depending on grade level.
- 5) **For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).**
- 6) **VETERAN'S PREFERENCE CERTIFICATION: Form DD-214 indicating discharge and/or Form SF-15, claiming 10 point preference. Preference will not be allowed unless a copy of the DD-214 is attached to the application. Applicants claiming 10-point preference MUST complete an SF-15. *Application for 10-Point Veteran Preference. Veterans who are still in the service MAY BE granted 5-points tentative preference on the basis of the information contained in their applications. You MUST produce a DD-214 (Member 4 Copy) prior to the appointment to document entitlement to preference. For information on Veteran's Preference, Please Visit: <http://www.opm.gov/veterans/html/vetsinfo.asp>***

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Staffing Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES: Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration. **Commissioned Corp Applicants claiming Indian Preference MUST submit BIA form 4432** and will be evaluated against existing applicable standards.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the staff to make a determination that you have the required qualifications for the position. **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.**

- a. **Announcement Number, Title, and Grade of the job for which you are applying.**
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attach transcripts).
- i. **Work experience (paid/nonpaid)**-Job title (include series if a Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each*), employer's name and address, supervisor's name and phone number, **starting and ending dates (month/year), AVERAGE HOURS WORKED PER WEEK, and salary (beginning/ending).**
- j. **Indicate** if we may contact your **current and/or former supervisor.**
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All material submitted for consideration under this announcement becomes the property of the Division of Human Resources and is subject to verification. Careful consideration 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 determination of unsuitability for Federal employment.

***If position is **RE-ANNOUNCED**, Please call the Division of Human Resources as to the status of application.

FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:

If you are currently a Department of Health and Human Services which includes the Indian Health Service, employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current career competitive or excepted service employee in tenure group 1 or 2 who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES), and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS/IHS. You must submit a copy of the RIF's separation notice or CES along 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 in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.)
 6. Meet the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.
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INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF's separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure groups 1 or 2) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and shows 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
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - 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 equivalent. This must be submitted 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 priority consideration.
 5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.)
 6. Eligible applicants will be considered "well qualified" if they attain a numerical rating of 85 or better as determined from your responses to the knowledge, skill and abilities (KSA's). (See "Qualifications Requirement Section")
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THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.