



**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.	OPENING DATE	CLOSING DATE
SER-09-0235-SCU	04-28-2009	05-18-2009
POSITION TITLE, SERIES, GRADE AND SALARY	LOCATION AND DUTY STATION	
Management Analyst GS-343-07, \$38,117 per annum GS-343-09, \$46,625 per annum (Includes Locality Pay Adjustment)	Southern Ute Health Center Administrative Services Ignacio, Colorado	

AREA OF CONSIDERATION: Government Wide

RELOCATION: Travel Expenses – Paid

Travel, transportation and relocation expenses will be paid primarily in the interest of the government and not in the interest of the selected employee.

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- This position involves operation of government vehicle to perform duties. Must possess and maintain valid state driver's license.
- Position has promotional opportunity to: GS-9
- This is a Public Trust Position; background investigation and credit check is required.
- 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.
- In accordance with P.L. 101-630 Indian Child Protection Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application. (See REQUIRED DOCUMENTATION).

DUTIES AND RESPONSIBILITIES:

GS-7: This position is developmental to GS-9, whereby the duties and responsibilities are similar but performed with lesser independence and closer supervision. GS-9: Operational Support: Evaluates and designs processes to ensure effective clinical and administrative management. This includes workload assessments, utilization review, scheduling and efficiencies in the provision of clinical support services, reviews communication, coordination needs and recommends improvement strategies. Assures data is available and utilized for management decisions. Prepares summaries and highlights significant trends and changes. Identifies and resolves human resource issues through negotiation and facilitation activities. Identifies improvement activities in training, orientation, and performance assessments and develops short and long-term plans for resolutions. Serve as the principal advisor to the Chief Executive Officer on decisions relative to federal policy and program goals. Analyzes management programs and recommends policy or procedural changes. Collaborates with the performance improvement/quality assurance coordinator in monitoring performance improvement and Government Performance and Results Act(GPRA) activities. Participates in strategic planning, accreditation and meeting federal and tribal health standards. Provides consultation to senior leadership on management,

fiscal, supply and environmental functions. Human Resources: Serve as management liaison between the health center and the IHS Area Human Resources Office on all aspects of personnel management. Coordinates local human resources functions including ensuring all employees have position descriptions, performance standards and all background checks are completed in full compliance with federal requirements. Refers managers and employees to the appropriate Area Human Resources Specialist for technical assistance. Assures the health center has a current staffing plan for each program based on staffing effectiveness. Develops, monitors, and reports indicator measurement of staffing levels and effectiveness as well as employee performance to the governing body and other applicable committees. Clinical Credentialing: Serve as credentialing assistant by preparing, monitoring, updating the clinical credential files. Fiscal Management: Responsible for oversight, monitoring, and evaluating fiscal management programs. This includes administration of federal appropriations, third party revenue funds and other line item appropriations. Provides leadership to the finance and business office. Assures all departments receive budget based on appropriations and collections. Assures funds control by overseeing commitment registers and providing direction on reconciliation. Develops and implements policies and procedures on fiscal management activities. Records Management: Responsible for oversight, monitoring and evaluating records management program. Develops and implements records schedules for records created or received by the administrative and clinical office. Assists departments in the development of records management plans. Prepare and submit records management reports. Performs other related duties as assigned.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

For GS-7: 52 weeks of specialized experience equivalent to at least the GS-5 level OR One (1) full year of graduate education or superior academic achievement.

For GS-9: 52 weeks of specialized experience equivalent to at least the GS-7 level OR master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related.

Specialized Experience: Experience in researching, analyzing, evaluating and recommending solutions on business and management practices to improve organizational efficiencies. Analyze work processes and recommend changes to meet management goals. In order to be found qualified, candidates must provide evidence that they possess experience as described under "Duties and Responsibilities."

Administrative analysis work require knowledge and skill to perform staff analytical, planning, and evaluative work concerned with the administrative and operational aspects of agency programs and management. Specifically, administrative analysis work requires:

- Knowledge of the overall mission, functions and organization of the agency or component, including agency program operations, processes, goals, and objectives.
- Knowledge of the theories, principles, functions and processes of management and the organization of work to conduct studies of work processes in various organizations to identify, analyze, and recommend solutions to problems or to develop planning guidance.
- Knowledge of evaluative, planning, and analytical processes and techniques (quantitative and qualitative) for measuring the effectiveness, efficiency, and productivity of administrative and technical programs.
- Ability to research problems and issues, including evaluating the content of new or modified legislation to determine its impact on the agency's programs or resources.
- Skill in written and oral communication to prepare briefings or recommendations to managers and negotiating solutions to disputed recommendations.
- Judgment in problem solving.

TIME-IN-GRADE REQUIREMENTS: For GS-7, merit promotion candidates must have completed at least 52 weeks of service no more than two grades lower than the position to be filled. For GS-9, merit promotion candidates must have completed at least 52 weeks of service no more than two grades 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 budget and fiscal management policies.
 2. Knowledge of rules and regulations for medical staff credentialing.
 3. Ability to plan, organize work and set priorities.
 4. Ability to research, analyze, evaluate, draw conclusions and recommend solutions.
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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.

Applications will also be accepted from 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) of 1998**, veterans who are preference eligible or have substantially completed 3 or more years of continuous active service may apply for permanent positions as a merit promotion candidate; however, veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 as 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 Cynthia Tsalate (505) 782-7515. 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 received by close of business (5:00 p.m. MST) on the closing date to the following address:

Indian Health Service – Zuni Service Unit
SE Regional Human Resources Office
P.O. Box 467
Zuni, New Mexico 87327

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Cynthia Tsalate, Human Resources Specialist, (505) 782-7515.

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 an Indian as

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____

(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

[If a YES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?
YES_____ NO_____

[If a YES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant=s Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.
Please do not send completed data collection instruments to this address.

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.

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

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.