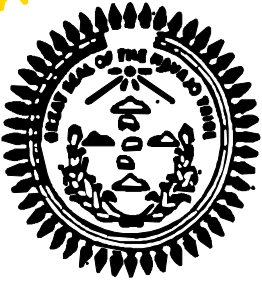


DEPARTMENT OF HEALTH AND HUMAN SERVICES



# NAVAJO AREA INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

**VACANCY ANNOUNCEMENT**

NAO-09-22

**OPENING DATE**

05-07-09

**CLOSING DATE**

05-27-09

**POSITION**

Environmental Engineer

**LOCATION AND DUTY STATION**

Navajo Area Indian Health Service, Office of Environmental Health and Engineering, Division of Sanitation Facilities, St. Michaels, Arizona

**GRADE/SALARY**

GS-819-12, \$67,613 per annum

**DUTY STATION:** Shiprock, New Mexico

**NUMBER OF VACANCIES**

1 Vacancy (SR3118)

<b><u>APPOINTMENT</u></b>	<b><u>WORK SCHEDULE</u></b>	<b><u>AREA OF CONSIDERATION</u></b>	<b><u>SUPERVISORY</u></b>
• PERMANENT	• FULL-TIME	• DHHS WIDE	• YES
<b><u>PROMOTION POTENTIAL</u></b>	<b><u>HOUSING</u></b>	<b><u>TRAVEL</u></b>	
• NO KNOWN POTENTIAL	• PRIVATE HOUSING ONLY	• MAY BE PAID FOR ELIGIBLE EMPLOYEES	

**DUTIES:** Serves as an environmental engineer on the staff of the Navajo Area IHS, Office of Environmental Health & Engineering (OEHE), Division of Sanitation Facilities Construction (DSFC), Navajo Area Indian Health Service (NAIHS). The incumbent serves as an Environmental Engineer Consultant within the Navajo Area DSFC on the Navajo Reservation in Arizona, New Mexico, and/or Utah. The Navajo Reservation is divided into four Districts (regions) and each Environmental Engineer Consultant has responsibility for sanitation facilities activities in their respective District. Each District has approximately seven to ten Field engineers, fifteen to twenty support personnel, and an annual budget of between five and ten million dollars. Assignments involve especially complex, difficult problems of analysis, including economic factors and the interpretation and compliance with environmental engineering design criteria; involve the full range of industrial, rural and municipal water and wastewater treatment processes and transport systems; normally involve technical decisions which are of considerable significance to the Tribal Government and utilities; concern the need for development of, improvement in or extension of existing or construction of new facilities and systems; require the provision of advisory, consulting, reviewing, operating and coordinating services in every stage of project design and construction and involve exercising full technical responsibility for projects of complex or difficult nature that is of significance to the success or failure of the sanitation facilities construction program. Performs other duties as assigned.

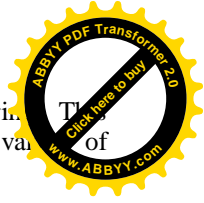
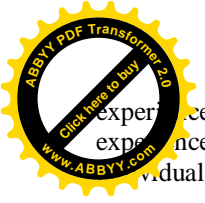
**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

- A. **BASIC QUALIFICATIONS:** Degree: professional engineering. To be acceptable, the curriculum must:
  - (1) Be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or
  - (2) Include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics. **OR**
- B. **Combination of Education and Experience** - college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering.

The adequacy of such background must be demonstrated by one of the following: (1) Professional Registration; or (2) Written Test (Engineer-in-Training); or (3) Specified Academic Courses; or (4) Related Curriculum.

In addition to meeting the basic qualification requirements, applicants must have 52 weeks of specialized experience equivalent to at least the GS-11 level.

**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. "The type of



experience which will be credited are: professional knowledge of theories, principles, practices and techniques of Engineering. Experience would have to include preparing program budgets, providing advice and guidance on program activities to a variety of individuals and preparing complex technical reports."

**SUPERVISORY OR MANAGERIAL ABILITIES:** Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed under the appropriate category below:

- a. Ability to motivate, train, and work effectively with subordinates who have a variety of backgrounds and training.
- b. Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- c. Ability to plan own work and carry out assignments effectively.
- d. Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- e. Ability to understand and further management goals as these affect day-to-day work operations.
- f. Ability to develop improvements in or design new work methods and procedures.

**SELECTIVE PLACEMENT FACTOR:** Knowledge of professional engineering concepts essential to the position as evidenced by possession of professional engineer (P.E.) registration.

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-11 to qualify for the GS-12 level.

**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.

**CONDITION OF EMPLOYMENT:** Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit for any Area Office position, which requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** 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 the agency. The decision on granting reasonable accommodation will be on case-by-case basis.

**\*\*\*NOTE\*\*\*** Refer to OPM Operating Manual Qualification Standards Handbook or IHS Excepted Service Qualification Standard, Series GS-800 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Personnel Office.

**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 Federal Service who are entitled Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan or both.

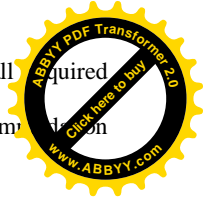
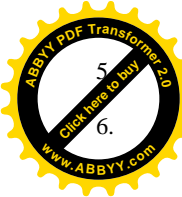
Applications will also be accepted from individuals eligible or non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Veterans Preference:** Veterans who are preference eligibles for who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply.

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

- 1. Be a current DHHS career or career-conditional (tenure group I or II) or be current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a 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 DHHS. You must submit a copy of the RIF 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 by DHHS in the same commuting area of the position for which you are requesting priority consideration.



5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meets the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and are able satisfactorily perform the duties of the position without undue interruption.

**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 receive special priority consideration 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 RIF separation notice, a letter from O.P.M. 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 group I or II) 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 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
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment another commuting area.

**OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (O.M.) 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 or record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply candidates who are eligible due 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 and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able satisfactorily perform the duties of the position upon entry.

**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained by submitting official transcripts and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants are also required to submit proof of Indian Preference and proof of possession of the appropriate license.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are, related this position. Receive full credit for your qualifications, provide a narrative statement, which describes fully all aspects of your background as they relate the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

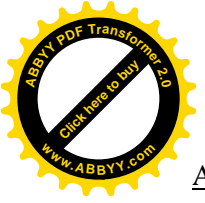
1. Ability to supervise.
2. Ability to analyze, plan, organize and manage resources.
3. Technical knowledge of development of water and wastewater construction projects.
4. Knowledge of programs.
5. Ability to work with a wide range of diverse groups.

**SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.**

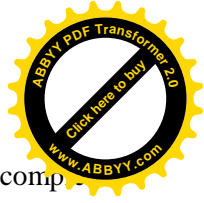
Applicants claiming Indian preference must submit with the employment application, a properly completed and signed copy of the **Bureau of Indian Affairs (BIA) Form BIA-4432, "Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service."** Current employees with acceptable proof on file in their Official Personnel Folder are still required to submit a copy of the documentation with their application. **Indian preference will not be given unless the Form BIA-4432 is attached to the application.**

**NOTE: "Declaration for Federal Employment" (OF-306) and Addendum** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible





SUPPLEMENTAL QUESTIONNAIRE  
Environmental Engineer, GS-819-12



ABILITY TO SUPERVISE. The Individual in this position must be able to supervise staff in tasks to complete construction projects. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO ANALYZE, PLAN, ORGANIZE AND MANAGE RESOURCES. The person in this position should be able to organize resources personnel and time to accomplish construction projects. What in your background shows you possess this ability?

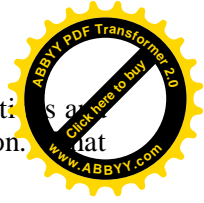
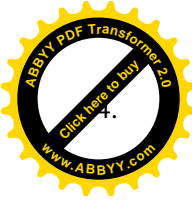
What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. TECHNICAL KNOWLEDGE OF DEVELOPMENT OF WATER AND WASTEWATER CONSTRUCTION PROJECTS. The person in this position must have the knowledge in utilizing professional engineering concepts, principles and practices as related to water supply, sewage and waste systems to serve homes and small communities. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)



KNOWLEDGE OF PROGRAMS. The person in this position must have the knowledge of rules, regulations, goals of varied OEHE, IHS and Tribal programs, to carryout a program of sanitation facilities construction. in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. ABILITY TO WORK WITH A WIDE RANGE OF DIVERSE GROUPS. The person in this position must have the ability to work with other IHS programs, tribal governments, federal, state and local agencies and community residents to provide a comprehensive public health engineering program. What in your back ground shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct the best of my knowledge and belief, and are made in good faith.

\_\_\_\_\_  
SIGNATURE OF APPLICANT (SIGN IN INK)                      DATE