



Department of Health & Human Services
Indian Health Service
California Area Office
650 Capitol Mall, Room 7-100
Sacramento, CA 95814

ANNOUNCEMENT NO: CAO-03-18

OPENING: 06/04/03

CLOSING: Open Until Filled; 1st cut-off 7/1/03

POSITION: ENVIRONMENTAL ENGINEER

GRADE/SALARY: GS-819-12 \$58,353 - \$75,860 PER ANNUM

LOCATION/DUTY STATION: CALIFORNIA AREA INDIAN HEALTH SERVICE
OFFICE OF ENVIRONMENTAL HEALTH AND ENGINEERING
DIVISION OF SANITATION FACILITIES CONSTRUCTION
SACRAMENTO, CALIFORNIA

| TYPE/NUMBER OF POSITIONS | CONDITIONS OF EMPLOYMENT | AREA OF CONSIDERATION: |
|--|--|------------------------|
| <u>1</u> Number of Positions | <u>X</u> Full-time | |
| <u>X</u> Permanent | <u> </u> Intermittent | IHS-WIDE |
| <u> </u> Temporary - NTE: <u> </u> | <u> </u> Part-Time | |
| | <u>X</u> Travel Required (Approx. 10-20 % of the time) | |

| SUPERVISORY/MANAGEMENT: | PROMOTION POTENTIAL: |
|--|--|
| <u>X</u> Yes, may require 1 year probationary period | <u> </u> Yes, to grade: |
| <u> </u> No | <u>X</u> No, (no known potential beyond GS-12) |

HOUSING: Government housing available X Private housing only

TRAVEL EXPENSES: X Travel will be paid in accordance with applicable regulations
 No expenses paid

APPLICATIONS WILL BE ACCEPTED FROM THE FOLLOWING CANDIDATES:

| | |
|---|---------------------------------|
| <u>*X</u> Indian Applicants | <u>X</u> Disabled Veterans |
| <u>*X</u> Career/Career-conditional federal employees | <u>X</u> VRA eligibles |
| <u>X</u> Reinstatement eligibles | <u>X</u> Disabled candidates |
| <u>X</u> Commissioned Corps personnel | <u> </u> Non-status candidates |

***Candidates must indicate whether their application is being submitted under IHS Excepted Service Examining Plan (Indian Preference) or IHS Merit Promotion Plan (federal employee) or both if applicable.**

MOTOR VEHICLE OPERATION REQUIREMENT: NO X YES - Applicants must possess a valid state driver's license and must qualify to operate a government owned or leased vehicle.

CALIFORNIA AREA INDIAN HEALTH SERVICE IS A SMOKE-FREE ENVIRONMENT

BRIEF DESCRIPTION OF DUTIES: Serves as Deputy to the Director of the Division of Sanitation Facilities Construction (DSFC), which provides planning, design, construction, and technical assistance to over 100 Indian Reservations, Rancherias, and Tribal groups in California. Assists the Director in managing the DSFC program, including overall management and technical direction, budget management, program planning, and quality assurance. Manages the Sanitation Tracking and Reporting System for the DSFC program. The California DSFC program is responsible for annually expending \$6 to 8 million for construction involving approximately 70 active projects through a network of three district and four field offices located throughout the state.

QUALIFICATION REQUIREMENTS: All candidates must meet qualifications within 30 days of the closing date for receipt of applications or by the date that the selecting official requests a referral list in the case of open-until-filled announcements.

Basic Requirements: Candidates must show successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in 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**

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 as follows:

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples of acceptable work experience include professional environmental engineering experience in the design and construction of domestic water supply, wastewater disposal and solid waste facilities for communities and for individual homes. Design experience must include detailed preparation of plans and specifications, and construction experience must include field responsibility for actual installation of facilities including construction inspection and surveying.

Supervisory or Management Abilities: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of a successful supervisor, including the ability to

- A. Assign to and review work of subordinates; train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- B. Accomplish the quality and quantity of work expected within set limits of cost and time.
- C. Plan work and carry out assignments effectively.
- D. Communicate with others effectively both orally and in writing, in working out solutions to problems or questions relating to the work.
- E. Understand and further management goals as these affect day-to-day work operations.
- F. Develop improvements in or design new work methods and procedures.

Personal Attributes: Candidates for all supervisory/managerial positions must demonstrate all of the following personal qualities:

- a. Objectivity and fairness in judging people on their ability and situations on the facts and circumstances;
- b. Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- c. Willingness to consider new ideas or divergent points of view;
- d. Capacity to "see the job through."

Examples of assignments in which candidates may have acquired or demonstrated some of the abilities and attributes identified as necessary for supervisory positions include assignments that involved providing guidance and training to new employees; serving as a project or team leader coordinating and integrating the work of others into a completed work product; working closely with others to resolve problems, coordinate activities, or gain acceptance of a product or procedure; serving as a troubleshooter or source of advice to others regarding the work of the unit or organization; devising new work methods and procedures or improvements in existing work practices, and getting the cooperation of employees in applying the new methods and practices.

SELECTIVE PLACEMENT FACTORS: All candidates must possess the following:

1. Knowledge of environmental and civil engineering concepts, principles and practices applicable to the design and construction of sanitation facilities.

2. Registration as a professional civil or environmental engineer.

METHOD OF EVALUATING AND RANKING CANDIDATES: The description of your work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the requirements described in the previous paragraphs of this announcement will be further evaluated to determine the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc. indicate they possess the knowledge (K), skills (S), and abilities (A) 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 forms/resumes or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

1. Knowledge of a wide range of civil/sanitary engineering concepts, principles, and practices applicable to the planning, design, troubleshooting, and construction of water wells, water storage tanks, water treatment and distribution systems, pumping equipment, sewage collection and treatment systems, and solid waste disposal operations.
2. Working knowledge of the IHS Sanitation Tracking and Reporting System.
3. Working knowledge of field operations to install sanitation facilities, including surveying and construction inspection and safety.
4. Demonstrated ability to effectively manage a civil engineering program with limited personnel, financial, technical, and administrative resources.
5. Knowledge and skill to provide liaison, technical, and consultative services to individuals, tribes, tribal organizations, and other government agencies in matters relating to project feasibility, public health, potential or actual health hazards, operation and maintenance problems, and sanitary engineering in order to conduct and coordinate the program throughout the district.
6. Knowledge of Federal construction contracting practices and regulations sufficient to supervise preparation of construction plans, specifications and other contract documents and to provide technical oversight of government construction contracts.

TO SUBMIT AN APPLICATION:

Please refer to the last page of this announcement (titled How To Apply) for a list of all required forms and information. Submit them to the CALIFORNIA AREA INDIAN HEALTH SERVICE, PERSONNEL, 650 Capitol Mall, Suite 7-100, Sacramento, CA 95814. This announcement is open until filled with a first cut-off date of July 1, 2003. If sufficient applications are received on that date, applications received after that date may not be considered. If you are applying after the cut-off date, you may call (916) 930-3981, ext. 320 for information on the current status.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience. All material submitted for consideration under this announcement becomes the property of the personnel office and is subject to verification. Therefore, careful attention should be given to the information provided. Before hiring, the IHS will ask you to complete a "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.

IMPORTANT NOTICE TO APPLICANTS

INDIAN PREFERENCE/EQUAL OPPORTUNITY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age, disability, or sexual orientation.

INDIAN PREFERENCE APPLICANTS: 1. To receive Indian Preference you must include a completed BIA 4432 with your application.
2. If you are an Indian preference candidate who currently works for IHS on a career conditional or career appointment or are eligible for reinstatement or transfer, you must indicate on your application whether you are applying for consideration under the Merit Promotion Plan, the Excepted Service Examining Plan or both. Those who do not indicate which procedures they are applying under will be considered under merit promotion only. The requirements for this position are the same under both plans except that excepted service does not require meeting time-in-grade restrictions. The method of evaluation will be the same under both plans except that performance appraisals will not be used in rating applicants under the Excepted Service Examining Plan.

VETERANS: Veterans who are eligible for preference or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply for this position. You must include a copy of your DD-214 with your application to be considered.

REASONABLE ACCOMMODATION: Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29. Applicants requiring reasonable accommodation for any part of the application and hiring process, please notify the Personnel Office by calling (916) 930-3981, extension 320. A decision to grant reasonable accommodation will be made on a case-by-case basis.

TIME-IN-GRADE/TIME-AFTER-COMPETITIVE APPOINTMENT RESTRICTIONS: Candidates who are current Federal employees and are applying under the Merit Promotion plan must have completed at least 52 weeks of service in positions no more than one grade lower than the position to be filled; current Federal employees or former employees eligible for reinstatement may not be promoted, transferred to a different geographic location, or reassigned to a different line of work within 90 days of their latest non-temporary competitive appointment. All candidates currently working for the Federal government on competitive or excepted appointments must meet any applicable time-after-competitive appointment or time-in-grade requirements within 30 days of the closing date for receipt of applications or by the date that the selecting official requests a referral list in the case of open-until-filled announcements. These restrictions do not apply to Indian preference candidates who are selected under the Excepted Service Examining Plan.

SELECTIVE SERVICE CERTIFICATION: If you are 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.

CTAP/ICTAP: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP applicants will be considered well qualified if they (1) meet the qualification and eligibility requirements for the position, (2) meet all selective factors where applicable and score above the minimum for each KSA on a three-level or four-level crediting plan, (3) are physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position, and (4) are able to satisfactorily perform the duties of the position upon entry without undue interruption.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES: Active duty applicants must submit a copy of current billet description along with resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, education and other information reflecting individual qualifications for the position. In reference to IHS Circular No. 87-2, dated 07-09-87, Commissioned Corps candidates must fully meet the billet qualification requirements. Applicants who are not on active duty but have applied for the Commissioned Corps must submit the same information as above (except billet description). They must also provide information on the current status of the application with the Public Health Service, DCP. Commissioned Corps applicants who claim Indian Preference will be evaluated using the applicable Preston standard or Civil Service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates those positions were occupied. In addition, Commissioned Corps Indian Preference applicants must also provide information regarding education, including degrees obtained 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 must submit specific information related to any knowledge, skills, and abilities, which are being used as selective factors. Commissioned Corps Indian Preference applicants must also submit proof of Indian Preference on BIA Form 4432 and proof of the appropriate license if applicable.

ADDITIONAL SELECTIONS: Additional selections may be made from this announcement within 90 days from the date of the certificate provided the vacant position is an identical position, same geographical location and same conditions of employment. However, if no qualified Indian preference candidates remain, the position will be announced again.