

**VACANCY ANNOUNCEMENT**

NAO-03-33

**OPENING DATE**

03-07-03

**CLOSING DATE**

03-27-03

**POSITION**

Indian Self-Determination Director

**LOCATION AND DUTY STATION**Navajo Area Indian Health Service, Office of the Area Director  
Window Rock, Arizona**GRADE/SALARY**

GS-301-14; \$78,635 per annum

**NUMBER OF VACANCIES**

One Vacancy

**APPOINTMENT**

■ PERMANENT

**WORK SCHEDULE**

■ FULL TIME

**AREA OF CONSIDERATION**

■ DHHS WIDE

**SUPERVISORY**

■ YES

**PROMOTION POTENTIAL**

■ NO KNOWN POTENTIAL

**HOUSING**

■ PRIVATE HOUSING ONLY

**TRAVEL/MOVING**

■ MAY BE PAID FOR ELIGIBLE EMPLOYEE

**DUTIES:** The position of the Indian Self-Determination Office Director is located within the Office of the Area Director at the NAIHS Area Office in Window Rock, Arizona. This position is responsible for the planning, implementation, and administration of PL 93-638 (as amended) contracts and grants with the Navajo, San Juan Southern Paiute, non-IHS organizations and other tribes. Directs the Office of Indian Self-Determination and organizes staff for fulfilling the responsibility for 638 contract planning, negotiation implementation, administration, and financial reporting of contracts and grants monitoring. Negotiates 638 contracts with requesting tribal groups. Serves as the principal advisor to the Area Director and Executive Staff on all issues relating to PL 93-638, Titles I and V. Serves as a liaison with appropriate tribal offices to assure effective contract and grant administration and to address and resolve issues or concerns related to existing Title I contract. Monitors all Area grants and serves as the grants project officer and performs required site visits and submits reports as required by Headquarters Grants Office. Monitor contract and grant funding and prepares quarterly status of funds reports for Area Director as well as requesting Headquarters Offices and coordinates with NAIHS Finance Offices. Serves as the Area Director Liaison with the Navajo and San Juan Southern Paiute and all other tribes who contact the NAIHS with tribal related issues/activities. Also serves as a liaison with other state and federal entities as it relates to tribal affairs and 638 related activities.

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

**BASIC REQUIREMENTS:** Applicants must have 52 weeks of specialized experience equivalent to at least GS-13 for the GS-14 grade level.

**SPECIALIZED EXPERIENCE:** Experience in planning, implementing, or administering PL 93-638 (as amended) contracts or grants. Experience in providing administrative support to federal and tribal administrative units that provide comprehensive health care services. Experience in negotiating with tribal groups.

**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.

- Ability to 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.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions related to the work.
- Ability to understand and further management goals as these effect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Not applicable.

**TIME-IN-GRADE REQUIREMENTS:** A Candidate applying under the provisions of the merit promotion plan must have completed at least 52 weeks of service at the GS-13 level to qualify for the GS-14.

**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 or any Area Office position, which requires regular work at a Service Unit.

**REASONABLE ACCOMMODATIONS:** This agency provides reasonable accommodation 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 a case-by-case basis.

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\*\*\*NOTE\*\*\* Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-301, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Personnel Office.

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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 Federal 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 eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan (ESEP). These candidates MUST indicate on their application for Federal employment 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).

**Veterans:** 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.

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### **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 of a certificate of expected separation, 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 (DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) 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 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. Meet the basic qualification for the position and any documented selective factor, physical requirements with any reasonable accommodation and is able to 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 to 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 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 group I or II) competitive service employees who:
    1. Received a special 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 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 to another commuting area.
  - OR
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (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 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 to satisfactorily perform the duties of the position upon entry.

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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.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications provide a narrative statement which fully describes all aspects of your background as they relate to 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 direct and supervise the work of an organization.
2. Knowledge of P.L. 93-638 Act contract policies, regulations and implementation procedures.
3. Ability to investigate, analyze and solve problems.
4. Ability to communicate orally.
5. Skill at negotiations of complex agreements and contracts.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

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**NOTE:** "Declaration for Federal Employment" (OF-306) 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 these two questions can make you ineligible for employment in this position. **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 fined or jailed.**

**HOW AND WHERE TO APPLY:** All applicants must submit one of the following to the Navajo Area Indian Health Service, Division of Personnel Management, P. O. Box 9020, Window Rock, Arizona 86515-9020, by close of business on the closing date:

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. \*Resume; or
4. \*Other written application format.

**FOR MORE INFORMATION CONTACT:** Angela Segay, Personnel Staffing Specialist, (928) 871-1421

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10 point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. Colleges and 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); preferably attach transcripts.
10. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

**ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE**  
**APPLICATION OR RESUMES RECEIVED VIA FAX OR EMAIL WILL NOT BE ACCEPTED.**

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**NOTE:** Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, received full credit for their veteran preference determination, Indian Preference, education, training, and/or experience.

**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

**SELECTIVE SERVICE CERTIFICATION:** If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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**EEO REVIEW/CONCURRENCE**      **DATE**

**PERSONNEL CLEARANCE**      **DATE**

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-03-33. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

**SUPPLEMENTAL QUESTIONNAIRE**  
**Indian Self-Determination Director, GS-301-14**

1. ABILITY TO DIRECT AND SUPERVISE THE WORK OF AN ORGANIZATION. This is the ability to lead and motivate a wide variety of employees including professional support staff necessary to maintain administrative services operations. This includes the ability to evaluate the work of subordinates, develop performance standards, counsel, instruct, discipline, resolve complaints, schedule leave, and approve or disapprove recommendations on personnel matters. 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. KNOWLEDGE OF P.L. 93-638 ACT CONTRACT POLICIES, REGULATIONS AND IMPLEMENTATION PROCEDURES. The person in this position must have the knowledge of P.L. 93-638 to provide advise of 638 activities, solicit support, and coordinate efforts to develop a final contract and monitor the contracts that are implemented, including tribal consultation and advocacy of P.L. 638. What in your background shows you possess this knowledge?

What was the duration of these activities?

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

3. ABILITY TO INVESTIGATE, ANALYZE AND SOLVE PROBLEMS. This is the ability to examine factual data, comprehend and interpret written material, identify problems and make recommendations for solving the problem(s). This includes making controversial and sensitive decisions regarding services, programs, etc., as a regular and routine part of the job. 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.)

4. ABILITY TO COMMUNICATE ORALLY. This is the ability to present oral presentations and to explain employee/labor relations procedures and policies. This includes the ability to be perceptive in dealing with others, and the ability to exercise tact, diplomacy, and mature judgment in meeting and dealing effectively with a variety of individuals and groups. 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.)

5. SKILL AT NEGOTIATIONS OF COMPLEX AGREEMENTS AND CONTRACTS. This is the ability to negotiate with tribal leaders, tribal groups, supervisors, health care professional and management regarding issues, proposals and proposed changes in policy and/or procedures. This includes the ability to establish rapport and gain the confidence of individuals while exercising tact and diplomacy in providing direction to tribal executives, legislative and judicial branches in such a way that cooperation is received to lead to contract approval and implementation. What in your background shows you possess this skill?

What was the duration of these activities?

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

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### CERTIFICATION

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

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Signature of Applicant

Date