

**MERIT PROMOTION
VACANCY ANNOUNCEMENT
BEMIDJI AREA INDIAN HEALTH SERVICE
DIVISION OF PERSONNEL MANAGEMENT
522 MINNESOTA AVE NW
BEMIDJI, MINNESOTA 56601**

BEMIDJI AREA OFFICE IS A SMOKE FREE ENVIRONMENT

December 12, 2003

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POSITION: Pharmacy Technician, GS-661-4/5/6 (CL2127)
LOCATION: Cass Lake Hospital, Cass Lake, MN
VACANCY #: BJ-MMP-03-70-CL
SALARY: GS-661-4 \$22,968; GS-661-5 \$25,697 OR GS-661-6 \$28,644
Per Annum Starting Salary

Opening Date: December 15, 2003 Closing Date: January 6, 2004
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Applicants and related documents must be received at the above address by 5:00 PM on the closing date of this announcement. For further information, please contact Doris Byington, Human Resources Specialist, at (218) 444-0463 or 1-800-581-6834. All applications are subject to retention, no requests for copies will be honored. E-Mail and FAX applications will be accepted, but any unsuccessful applications after the closing date/time will be considered late. It is the responsibility of the applicant to ensure that a successful transmission of his/her application has occurred before the closing date.

FAX NUMBER: (218) 444-0464.

E-MAIL ADDRESS: Doris.Byington@mail.ihs.gov

APPOINTMENT: XX 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: XX Full Time ___ Part-Time
 ___ Intermittent ___ Subject to rotating shifts.

AREA OF CONSIDERATION:

XX IHS Wide ___ Government Wide

MOVING: Travel will be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT: **ON-CALL** ___ YES XX 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 these specified time frames.

-All applicants are required to complete the attached "Required Application Questionnaire for Child Care Positions" and "Signature, Certification, and Release of Information" form to determine eligibility for federal employment. Your application may not be considered for this designated child care worker position if you do not complete and submit this form or if you answer YES to either of the two questions.

-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."

--In accordance with the IHS Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella OR being vaccinated prior to or at the time of their entrance on duty. 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 a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. Applicants applying for area office positions may be required to be immunized if he or she provides services or has contact with patients at the Service Units.

****NOTE:** Persons who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veterans preference determination, Indian Preference, education, training and/or experience. Also, additional or alternate selection may be made within 90 days of the date the selection roster was issued if the position becomes vacant or to fill an identical position.

Applicants must provide work experience (paid/non-paid) - Job title (include series and grade if 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).

GRADE POTENTIAL: XX YES to grade (s) 6 ; NO

***SUPERVISORY/MANAGERIAL:** YES; XX NO

*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 HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DESSEMINATES 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 eligible occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligible, 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 do not indicate which procedures they are applying under will be considered under merit promotion only.

"Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

WHO MAY APPLY FOR TEMPORARY POSITIONS: Applications will be accepted from most anyone if the position is temporary and will last one year or less. Applications will also be accepted from Indian Preference applicants if the appointment will be made in excess of one year. Non-Indians may apply for term positions provided he/she has status and the appointment can be made in the competitive service.

DUTIES AND RESPONSIBILITIES:

Maintains pharmacy storeroom and hospital drug stocks:

Orders and procures drugs from the Supply Department; shelves item alphabetically by generic name; projects drug usage so that the hospital does not run out of needed drug items; properly stores drugs that have special storage requirements (e.g., refrigeration).

Receives and fills ward, clinic and pharmacy supply orders for a wide variety of items stocked. Makes routine tours of area serviced by pharmacy to ascertain replenishment needs. Is qualified to perform ward inspections that comply with JCAHO Standards.

Receives drug shipments; records, receipts on cards maintained for that purpose; notifies the pharmacists of any delayed shipment, partial receipts or similar events affecting drug stocks.

Will assist pharmacy staff in maintaining cleanliness of the main pharmacy, pharmacy storage areas and other hospital drug storage areas.

Will be responsible for proper storage of drugs in areas assigned, i.e., expiration dates, rotation of drug stocks. Other duties as assigned.

QUALIFICATION REQUIREMENTS: Candidates must meet qualification standards as specified in the Operating Manual for Qualification Standards for General Schedule Positions and/or the Excepted Service Qualification Standards:

The following table shows the amount of education and/or experience required to qualify for positions covered by this standard.

<u>Grade</u>	<u>General Experience</u>	<u>Specialized Experience</u>
GS-4	6 Months	6 Months
GS-5	NONE	1 Year equivalent to at least GS-4
GS-6	NONE	1 Year equivalent to at least next lower grade level

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the positions, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience (for positions at GS-4 and above):

Qualifying specialized experience may have been gained in hospital pharmacies, retail pharmacies, or in pharmaceutical firms or laboratories.

Experience must have provided a basic knowledge of:

- Pharmaceutical nomenclature;
- Characteristics, strengths, and dosage forms of pharmaceuticals;
- Pharmaceuticals systems of weights and measures; and the
- Variety of procedures and techniques involved in the care, storage, repackaging, bulk compounding, and distribution of pharmaceuticals.

OR

Education and Training:

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree with major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses.

Successful completion of a course for medical technicians, hospital corpsmen, medical service specialists, or hospital training obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision is creditable on a month-to-month basis for general experience.

Successful completion of pertinent specialized training courses in pharmaceutical and pharmacy practices while serving in the Armed Forces is creditable on a month-for-month basis up to the 1 year of specialized experience required for GS-5.

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 described in this announcement will be further evaluated by determining the extent to which their work and related experience, education, training, awards, outside activities, and performance appraisal, et., indicate they 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 technical pharmaceutical work and thorough knowledge of the routines and procedures of the pharmacy.
2. Knowledge of pharmacy computer system.
3. Skill in operation and care of various types of pharmacy equipment, such as counting and labeling machines, typewriters, pharmacy balances, laminar airflow hood and other pharmacy equipment.

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.

HOW TO APPLY:

Applicants must submit their applications to the Bemidji Area Indian Health Service, Division of Personnel, 522 Minnesota Ave NW Bemidji, MN 56601.

ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:

1. Applicants may submit ONE of the following: a) OF-612, Optional for Application for Federal Employment; b) SF-171, Application for Federal Employment; c) Resume; or d) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference, **MUST** submit along with their application, BIA FORM-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of the Bemidji Area need only indicate on their application that verification is on file in the Official Personnel File (OPF).

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.
5. For current or former Federal Employees, a copy of your latest Notification of Personnel Action (SF-50B) is required.
6. All applications for this position MUST include the attached "Required Application Questionnaire for Child Care Position" and "Signature, Certificate and Release of Information" form (see attachment).
7. VETERAN'S PREFERENCE CERTIFICATION: Form DD-214 indicating discharge and/or Form SF-15 claiming 10 point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligible. No preference will be allowed unless a copy of the DD-214 is attached to the application.

EMPLOYMENT OF PEOPLE WITH DISABILITIES: I.H.S. 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, Selective Placement 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:

Active duty 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 qualification for consideration.

Commissioned Corp applicants claiming Indian Preference must submit BIA FORM-4432 and will be evaluated against existing applicable standards. Therefore, these candidates must submit appropriate documentation to insure their education and experience will be considered. This includes the following information from the last 2 employers: supervisor's name, telephone number, place of employment, dates of employment (month/year), average hours worked per week, transcripts and/or licensure, description of duties.

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 Personnel Office to make a determination that you have the required qualifications for the position

- 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. Please include 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), major(s), type and year of any degree(s) received (if no degree, show total semester/quarter hours earned). Please attach transcripts.
- i. Work experience (paid/non-paid) - Job title (include series and grade if 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 supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licensure (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management 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.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACES EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION;

If you are currently a Department of Health and Human Services (DHHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the Indian Health Service 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) 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 the Indian Health Service. 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 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 a least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area of the position for which you 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 qualifications for the position, 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 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 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 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 show 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 a 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.

CTAP eligible applicants will be considered "well qualified" if their documented experience, knowledge, skill and abilities are comparable to or exceed that described at the acceptable level on the crediting plan for the position to be filled.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

Addendum to Declaration For Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions:

NAME: _____

(Please Print)

SOCIAL SECURITY NUMBER: _____

Position Title in Announcement: [Pharmacy Technician, GS-661](#)

Vacancy Number: [BJ-MMP-03-70-CL](#)

Section 231 of the Crime Control Act of 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, requires a criminal record check 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? *(If **YES**, provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and the address of the police department or current court involved.)*

YES

NO

- 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, contact or prostitution; or crimes against persons; or offenses committed against children? *(If **YES**, provide date, explanation of the violence, description of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.)*

YES

NO

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.

SIGNATURE

DATE

SIGNATURE, CERTIFICATE, AND RELEASE OF INFORMATION

This information is required under P.L. 101-630, 101-647, and appropriate amendment(s).

I certify that I have been notified by the Agency that and FBI check, including fingerprints and National agency Check and Inquires will be required as a condition of employment. I further understand that retention in this position is contingent upon satisfactory results from this investigation. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Services, and my right to challenge the accuracy and completeness of any information contained in the reports.

I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations to investigators, personnel staffing specialist, and other authorized employees of the Federal Government.

I certify that, to the best of my knowledge, all statements are true, correct, complete, and made in good faith. I understand that intentional false statements may be grounds for not hiring me or for firing me after I begin work and may be punishable by fine or imprisonment. (U.S. Code, Title 18, section 1001).

SIGNATURE(Sign in ink – do not print)

DATE SIGNED (mm/dd/yy)

MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE

AAOIHS-AO-REVISED 09/26/02