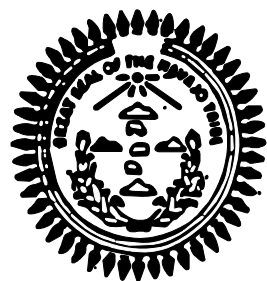


NAVAJO AREA INDIAN HEALTH SERVICE



NOTE: *Competition for Security Guard positions is restricted by law to persons entitled to veterans' preference as long as such applicants are available.*

VACANCY ANNOUNCEMENT

FD-09-21

OPENING DATE

01-26-09

CLOSING DATE

02-06-09

POSITION

Lead Security Guard

LOCATION AND DUTY STATION

Division of Support Operations/Safety
PHS Indian Hospital, Fort Defiance, AZ

GRADE/SALARY

GS-085-05, \$30,772 - \$40,005 per annum

NUMBER OF VACANCIES

One (01) Vacancy PCN: AC1408

APPOINTMENT: Permanent

WORK SCHEDULE: Full Time **

SUPERVISORY/MANAGERIAL: NO

HOUSING: PRIVATE HOUSING ONLY

TRAVEL/MOVING: NO EXPENSES PAID **AREA OF CONSIDERATION:** Commuting Area

PROMOTION POTENTIAL: NO KNOWN POTENTIAL

****Incumbent will be required to work on a rotating basis including nights, weekends, and holiday shifts.**

DUTIES: Position is located in the Division of Support Operations/Safety Office. Assigns work to employees and explains work requirements, methods and procedures as needed. Insures timely performance of a satisfactory quantity and quality of work. Reviews work products of employees and accepts, amends or rejects work. Distributes and balances the workload among employees in accordance with established workflow. Assures timely accomplishment of the assigned workload. Keeps in touch with the status and progress of work and makes day-to-day adjustments in accordance with established priorities, obtaining assistance from the supervisor on problems that may arise, such as backlogs which cannot be disposed of promptly. Estimates and reports on expected time of completion of work, and maintains records of work accomplished and time expended and prepares reports as requested. Instructs employees in specific tasks and job techniques and makes available written instructions, reference materials and supplies. Provides on the job training to team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishments of individuals and team tasks. Keeps employees informed of procedures, policies, directive, etc. and informs employees of available services, latest program developments and/or change and employees activities. Checks on work in progress or spots check work not requiring review and reviews completed work to see that supervisor's instruction on work sequence, procedures, methods, and deadlines have been met. Manages leave in accordance with departmental policies and as delegated by management. Participates and collaborates with the supervisor in the performance evaluation of team members. Provides information to supervisor as requested concerning promotions, reassignments, recognition of outstanding performance and personnel needs. Performs other duties as assigned.

POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF



RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIREMENT: NO **LICENSURE REQUIRED:** NO

BASIC QUALIFICATIONS: Candidates must have 52 weeks of specialized experience at grade level GS-04 to qualify for the GS-05 grade level.

SPECIALIZED EXPERIENCE: Experience such as work with a Federal, State, municipal, local, or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, or trespass; or maintaining order and protecting life. Such experience must have provided the knowledge of protective systems and techniques. Acceptable experience includes services in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. For Security Guard positions in a hospital setting, experience as a psychiatric nursing assistant or a similar position safeguarding patients is qualifying.

Or

EDUCATION/TRAINING: Successful completed study at an accredited college or university in any subject is fully qualifying in the amount and level specified in the table. Successful completion of training in an accredit technical school that covered subjects such as physical security procedures, local laws, or investigative techniques is considered qualifying for specialized experience at the GS-4 level on a month-for-month basis. **Transcripts must be submitted by the closing date to receive credit for education.**

SELECTIVE PLACEMENT FACTOR: NONE

OTHER FACTORS: Applicant must possess a valid state issued driver's license.

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position in grade GS-5 or below if:

- 1) The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
- 2) He/she met the above restriction for advancement of the grade of the position to be filled, at any time in the past; or
- 3) He/she previously held a position to be filled, at any time under any type of appointment.

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 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 a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series **GS-085** 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 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 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 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).

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 to receive special priority consideration 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 package.
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 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.
4. Be currently employed by DHHS 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. Meets the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodations and are 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 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 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 or 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 at or below must not have a greater promotion potential than the position from which you are 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 (a score of 80 on a rating scale of 70 to 100) for the position including documenting selective factor, equality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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 describes fully 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 qualification in each of the following.

1. *Ability to establish rapport and gain the confidence of others by exercising tact and diplomacy.*
2. *Ability to supervise the work of others and encourage corrective action.*
3. *Ability to teach.*
4. *Knowledge of standard security policies and procedures.*
5. *Ability to communicate orally and in writing with a variety of individuals.*
6. *Ability to use various computer systems and software.*

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: The Declaration for Federal Employment (OF-306) and IHS Addendum to the Declaration for Federal Employment 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 of the questions on the IHS Addendum 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.**

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL101-647"

THIS POSITION HAS BEEN IDENTIFIED AS A UFMS CRITICAL USER FOR Level V or Level VI THEREFORE a Background/Security clearance is required.

WHERE TO APPLY: Application and all required forms must be submitted to the following address:
Fort Defiance Indian Hospital

Human Resources Department
Post Office Box 649
Fort Defiance, AZ 86504

Mailed or hand carried applications must be received by 5:00 PM, MST, of the closing date of this announcement. It is **your** responsibility to ensure that your application packet is complete.

HOW TO APPLY/REQUIRED FORMS (Incomplete applications will not be considered.)

1. Applicants may use one of the following to apply: (1) OF-612, Optional Application for Federal Employment; or (2) Resume (*see below); or (3) Other written application format.
2. If claiming Indian Preference: **A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but MUST state that such documentation is contained in their Official Personnel Folder.**
3. Completed Declaration for Federal Employment (OF-306) and IHS Addendum to Declaration for Federal Employment.
4. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
5. Copy of latest Personnel Action (SF-50), if a current or former federal employee, and or if requesting Reinstatement Eligibility.
6. Copy of Certificate of Typing Proficiency, if required.
7. Copy of official college transcripts.
8. Completed Selective Service Registration Form, if you are a male applicant born after December 31, 1959.
9. Copy of your most recent performance appraisal, if a current federal employee.
10. Copy of valid licensure and or certification, if required.
11. Written Responses to the Knowledge, Skills and Abilities (KSA). OPTIONAL-failure to submit may result in an ineligible rating or substantially lower score.

*** 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 job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10-point preference. Veteran's 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 employee.
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.

For more information contact: Linda L DeWolfe, HR Specialist at (928) 729-8258.

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.

VETERANS PREFERENCE: 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.

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. Submit a copy of registration to verify compliance.

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.

Human Resource Clearance/Date

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - **FD-09-21**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR XEROX REQUESTS. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

Applications mailed using government postage or through an internal government mail system will not be considered.

Electronic or faxed application and documents will not be accepted.

SUPPLEMENTAL QUESTIONNAIRE
Lead Security Guard, GS-085-05

1. **Ability to establish rapport and gain the confidence of others by exercising tact and diplomacy.** The person in this position should have the ability to establish positive interpersonal relations with diverse groups of individuals who may have varying ethnic, cultural, and religious backgrounds, level of education, both formal and informal, sociological and/or economic levels and gaining respect and confidence of all by exercising tact and diplomacy. 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 supervise the work of others and encourage corrective action.** The person in this position should have the ability to make work assignments based upon changing priorities to a group of employees and to evaluate the work of subordinates; counsel employees; recommend employees for selection and promotion, awards, discipline; formal training, resolve leave complaints and provide on-the-job training and orientation. 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. **Ability to teach.** The person in this position should have the ability to teach utilizing various techniques adjusting to audience/class diversity (varying ethnic, cultural and religious backgrounds, levels of education, sociological and/or economic levels), participation and attendance. 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. **Knowledge of standard security policies and procedures.** The person in this position should have the knowledge of standard security policies and procedures. 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.)

5. **Ability to communicate orally and in writing with a variety of individuals.** The person in this position should be able to effectively express oneself orally and in writing to staff members, supervisors, visitors, patients, patient's family and VIP's for the purpose of giving and obtaining information. 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.)

6. **Ability to use various computer systems and software.** The person in this position must be able to utilize a variety of computer systems and software such as MS Word, Excel, Pegasus 2000 Security System and Time Pipe Security System. This ability should include trouble shooting system and data error with little or no assistance. 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.)

C E R T I F I C A T I O N

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

Signature of Applicant

Date
