

VACANCY ANNOUNCEMENT

KA-03-DH-52

OPENING DATE

07-16-03

CLOSING DATE

08-05-03

POSITION

Supervisory Optometrist (Clinical)

LOCATION AND DUTY STATION

PHS Indian Health Center, Kayenta Service Unit

DUTY STATION: INSCRIPTION HOUSE HEALTH CENTER

GRADE/SALARY

GS-662-12, \$56,463 Per Annum

NUMBER OF VACANCIES

One Vacancy (PCN: 2967-01)

APPOINTMENT

? PERMANENT

? TEMP APPT

NTE: _____

WORK SCHEDULE

FULL TIME

PART TIME

INTERMITTENT

AREA OF CONSIDERATION

? COMMUTING AREA

? NAVAJO AREA WIDE

? IHS WIDE

? DHHS WIDE

SUPERVISORY/MANAGERIAL

? YES, MAY REQUIRE ONE-YEAR PROBATION

? NO

PROMOTION POTENTIAL

? YES, TO GRADE:

? NO KNOWN POTENTIAL

HOUSING

? GOVERNMENT HOUSING AVAILABLE

? PRIVATE HOUSING ONLY

TRAVEL/MOVING

? MAY BE PAID FOR ELIGIBLE EMPLOYEE

? NO EXPENSES PAID

DUTIES: Services as Chief of Optometry, the incumbent is responsible for directing, coordinating and providing a comprehensive eye care program for the facility. Diagnoses visual and ocular problems through external and internal physical evaluation of the eye and adnexa. Ocular pathology, diagnosis and management comprise 60%-75% of the patient caseload. Treats visual disorders through the prescription of corrective lenses, vision training, low vision aids, and pharmacological means. Provides emergency eye care services including diagnosis and treatment of ophthalmic trauma and pathology consistent with clinical privileges. Utilizes laboratory and radiology services to evaluate ophthalmologic conditions. Coordinates medical eye care with other physicians within the service unit, when eye disease is concurrent with systemic disease. Treats unusual visual disorders through the application of advanced optometry techniques. Consults with Area Chief of Optometry, Area Ophthalmology, and/or private ophthalmologic consultants and medical practitioners as needed for complex cases. Refers and coordinates health care for patients requiring medical, surgical and/or diagnostic services outside of the Service Unit; coordinates patient transports for urgent/emergent ocular conditions. Responsible for day-to-day supervision and instruction of optometry clinical staff. Conducts bi-annual employee performance reviews, prepares position description revisions, monitors mandatory service unit in-service attendance and oversees optical dispensary services. Approves leave, travel and training for all employees. Takes appropriate action (including disciplinary actions) to assure adequate performance, handle all issues related to workplace conditions, including concerns raised by employees or labor union, and assigns work assuring adequate clinical coverage. Assists with developing and preparing departmental budget. Conducts patients and community education as patient caseload dictates. 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.

BASIC REQUIREMENTS: *DEGREE:* Doctor of Optometry (O.D.) accredited by the Council on Optometric Education.

LICENSURE: Current license to practice optometry in a State, the District of Columbia, or a territory is required, except for those research positions that do not entail patient care responsibilities.

IN ADDITION TO THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional optometrist experience equivalent to the GS-11 that demonstrated the ability to perform the work of the position to be filled. *For example*, for industrial optometrists, the applicant's experience must have demonstrated skill in administering an industrial optometry program in an industrial activity requiring the development of new methods, procedures, or devices for protection of employees engaged in eye-hazardous work.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or has 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: Applicants must possess and maintain a current, valid optometry license in a State. Applicants must meet this requirement prior to employment.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet 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.

NOTE: Refer to the Qualification Standards Operating Manual or the IHS Excepted Service Qualifications Standards, Series GS-662, for complete information. In order to obtain education credit, you are required to provide official transcripts by the closing date of this announcement. For more information, contact your Servicing Personnel Office.

WHO MAY APPLY: Applications will be accepted from **NON-STATUS APPLICANTS** (those individuals who have never held a career or career-conditional appointment in the Federal service) and will be evaluated under competitive OPM register procedures.

Status applicants may apply for a position under both the MPP and Non-Status application procedures. In this case, they must file two applications for dual consideration.

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 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 limits) tenure 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 a 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 qualifications for the position any documented a 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's 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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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 Supervise and Evaluate the Work of Others.
2. Ability to Investigate, Analyze and Solve Problems.
3. Ability to Work Independently, Plan, Organize and Meet Deadlines.
4. Ability to Perform the Technical Aspects of the Position.
5. Ability to Communicate Orally and in Writing.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: "Declaration for Federal Employment" (OF-306, Revised January 2001) plus the Addendum, "Child Care & Indian Child Care Worker Positions," must both 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 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 Kayenta PHS Indian Health Center, Personnel Section, P.O. Box 368, Kayenta, AZ 86033, by close of business on the closing date:

- ?? OF-612, Optional Application for Federal Employment; **OR,**
?? SF-171, Application for Federal Employment; **OR,**
?? *Resume; **OR,**

?? *Other written application format; **IN ADDITION**, Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

For more information, contact: Melissa Stanley, Human Resources Specialist at (928) 697-4236.

***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).
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.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.
WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

NOTE: Applicants 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 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. Other than the above, the IHS is an Equal Opportunity Employer.

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.

SELECTIVE SERVICE CERTIFICATION: If you are a 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.

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. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

EEO REVIEW/CONCURRENCE	DATE	PERSONNEL CLEARANCE	DATE	
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EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – **KA-03-DH-52**. 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
Supervisory Optometrist (Clinical), GS-662-12

1. ABILITY TO SUPERVISE AND EVALUATE THE WORK OF OTHERS. The person in this position must have the ability to make work assignments to a wide variety of employees based upon changing priorities and to evaluate the work of subordinates; counsel employees; recommend employees for promoting awards, and formal training, resolve complaints and administer discipline fairly based on personnel and administrative regulations; and provide on-the-job training to staff with various levels of knowledge and experience. 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 INVESTIGATE, ANALYZE AND SOLVE PROBLEMS. This is the ability to examine factual data, comprehend and interpret written materials, prepare written reports, identify problems and make recommendations for solving the problems. 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 WORK INDEPENDENTLY, PLAN, ORGANIZE AND MEET DEADLINES. The person in this position must have the ability to work independently accomplish tasks and work under pressure of time and still provide patient care and treatment. This includes the ability to work with frequent interruptions and still meet deadlines. What in your background shows you possess this ability?

What was the duration of these activities?

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

4. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE POSITION. The person in this position must have the ability to perform the technical aspects of the position independently diagnosing eye health problems, plan and provide preventive and restorative treatment. This also includes the knowledge of clinical diagnostic tests with standard clinical instrumentation, interpret patient history, symptoms, clinical data and responses correctly, determine correct diagnoses and formulate and administer management plans. 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. ABILITY TO COMMUNICATE ORALLY AND IN WRITING. This is the ability to communicate effectively to patients and others. This also includes the ability to express oneself in writing with clear and concise information in correspondences, reports, instructional materials, and be able to convey the agency policy and instructions to others. 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.)

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.

Signature of Applicant

Date Signed