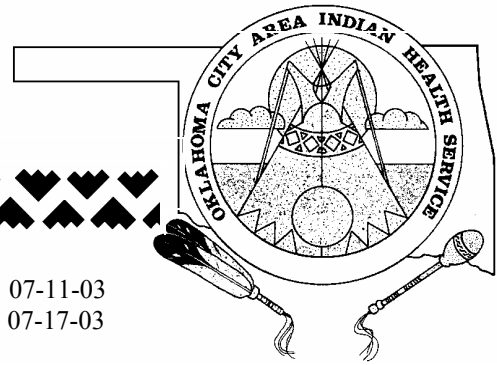


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES



**VACANCY ANNOUNCEMENT:** CM 03-20

**POSITION:** Medical Laboratory Aid, GS-645-3

(Full Time Temporary Appointment Not-to-Exceed 18 Months)

**OPENING DATE:** 07-11-03

**CLOSING DATE:** 07-17-03

**DUTY LOCATION:** PHS Indian Hospital, Claremore, Oklahoma

**STARTING SALARY:** May be adjusted on Present/Former Federal Employees

GS-3: \$20,459 per annum

**PROMOTION POTENTIAL:** None Beyond GS-3

**RELOCATION EXPENSES:** Not Authorized

**SUPERVISORY/MANAGERIAL:** No

**AREA OF CONSIDERATION:** Claremore Commuting Area

**DESCRIPTION OF ASSIGNMENT:** The employee is responsible for collecting adequate and correct specimens by venipuncture or micro-technique on adults, children, or infants; follows departmental policies to correctly identify the patient before any blood specimen is drawn and to correctly label all specimens obtained. Initiates glucose tolerance procedures and collects remaining specimens at required times; drawing other timed specimens, such as trough and peak TDM specimens, STAT enzymes, etc., as indicated.

**INDIAN PREFERENCE:** In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

**EQUAL EMPLOYMENT:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

**REASONABLE ACCOMMODATIONS:** Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service.

**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.

**WHO MAY APPLY:**

**MERIT PROMOTION PLAN (MPP) CANDIDATES** - Applications will be accepted only from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provision by indicating on their application, "Consideration under both MPP and ESEP". Other than above, non-status eligibles are not included in the area of consideration.

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES** - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R, Part 213, Schedule A 213.3116(B)(8).

**VETERANS PREFERENCE** - Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply.

**INFORMATION ON CAREER TRANSITION ASSISTANCE PLANS:**

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER THE DHHS CAREER TRANSITION ASSISTANCE PLAN (CTAP).**

If you are currently a DHHS/IHS employee who has received a Reduction in Force (RIF) separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area you may be entitled to Special Selection Priority under CTAP. To receive this Special Selection Priority you must:

1. Be a current DHHS/IHS career or career-conditional (tenure group I or II) employee in the competitive or excepted service who has received a RIF separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and the date of the RIF separation or date of the separation for declining a directed reassignment or transfer of function has not passed, and you are still on the rolls of DHHS/IHS. **YOU MUST SUBMIT A COPY OF THE**

**ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM THE DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES**

**RIF SEPARATION NOTICE, CES, OR NOTICE OF PROPOSED SEPARATION FOR DECLINING A DIRECTED REASSIGNMENT OR TRANSFER OF FUNCTION OUTSIDE THE LOCAL COMMUTING AREA, ALONG WITH YOUR APPLICATION.**

2. Be applying for a DHHS/IHS position that is at or below the grade level of the position from which you are being separated. (Note: If applying for DHHS position outside IHS, employee may need competitive status) 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 Special Selection Priority. For IHS employees occupying positions at grade GS-9 and above (or wage grade equivalent), Special Selection Priority is extended nation-wide when applying for IHS positions at grade 9 and above.
5. File your application by the vacancy announcement closing date, or within seven workdays after receiving notification of vacancy whichever is longer, and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the qualifications for the position, any documented selective factor, physical requirements and be rated \*“well-qualified.”

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER OPM'S INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).** Displaced employee means a current or former career or career-conditional competitive service employee, in tenure group I or II, who has received a specific RIF separation notice or meets one of the following conditions cited under 1.A.

If you are a displaced Federal employee you may be entitled to receive Special Selection Priority under the ICTAP. Eligibility expires one year after separation. To receive this Special Selection Priority, 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 Special Selection Priority 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. Were separated, or to be separated, because they 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 Special Selection Priority.
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.

\*Well-qualified employees are eligible employees who satisfy all education, experience, and knowledge, skills, and abilities (KSA) factor(s) for this vacant position. Well-qualified employees are those who meet the above average range of a four-level crediting plan for all KSA factor(s).

**CONDITIONS OF EMPLOYMENT:**

1. Full-Time Temporary Appointment Not-To-Exceed 18 Months (subject to termination at any time).
2. IMMUNIZATION REQUIREMENT – In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who 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 vaccine or 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.
3. Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" OF-306 revised January 2001, to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. 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.
  4. In accordance with the Child Care Services Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application.
  5. Subject to rotating shifts, call back, holidays, nights and weekend work.

### **APPLICATION PROCEDURES**

**SUBMIT APPLICATION TO THE FOLLOWING ADDRESS:** PHS Indian Hospital, Attn: Brenda Coachman, 101 S. Moore, Claremore, OK 74017. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN PERSONNEL BY 4:30 P.M. ON THE CLOSING DATE.** All applications become the property of the Human Resources Office and will not be returned. Therefore all original documents and the completed application forms should be duplicated before being submitted. **TELEFAXED AND ELECTRONICALLY FILED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms call the duty location personnel office at 918/342-6421 or call the Area Personnel at 405/951-3718 or 405/951-3728. Forms may also be available at nearest IHS facility. Vacancy announcement may also be downloaded from the OPM Web Site – USA JOBS at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or IHS Web site at [www.ihs.gov](http://www.ihs.gov).

### **APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT # CM 03-20**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see “ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND ....” section below.** Original signature and date required on OF-612. On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, “Verification of Indian Preference for Employment in BIA and IHS ONLY,” that he/she is an Indian as defined by IHS Circular No. 87-2. An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements by the closing date of this announcement before Indian Preference can be granted.**
3. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Status must be submitted.
4. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10 point Veterans Preference, an SF-15 with all supporting documents.
5. Required (attached) “Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions” civil service and commissioned corps applicants, with original signature and date. If submitted without original signature and date, the application is incomplete and will not be considered. (Form available at nearest IHS Facility)
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. Narrative Statement, related to the Quality Ranking Knowledge, Skills and Abilities (KSA’s) as outlined in Evaluation Methods.
8. A copy of college transcript(s) listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
9. Application Transmittal Sheet (attached) – Complete Part 1 and submit with application. (Form also available at nearest IHS Facility)

### **ADDITIONAL 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. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) 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. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

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. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.

7. College and University Credit/Degrees - 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).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

**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 INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention 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 a determination of unsuitability for Federal employment.

### QUALIFICATION REQUIREMENTS

Excepted Service Indian Preference applicants, both those who apply under the Expected Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applications will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Exempted Service Qualification Standards, or under both the standards it requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualifications Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements.

#### **QUALIFICATIONS REQUIRED:**

GS-3: Six months General Experience OR successful completion of:

- (a) a full time training course of approximately a year's duration in a medical or clinical laboratory assistant (or technician) school that included instruction in phlebotomy, medical terminology, general lab practice and that, in addition, included supervised laboratory practice incident to the diagnostic process and the treatment of patients; or
- (b) 1 year of study that included at least 6 semester hours in chemistry and/or biological science.

#### General Experience:

1. Any type of work that demonstrates the applicant's ability to perform the duties of the Medical Laboratory Aid, or
2. Experience that provided a familiarity with the subject matter or process of the broad subject area of the Medical Laboratory Aid.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** may be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

**EVALUATION METHODS:** When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

#### Ranking KSA's:

1. Knowledge of superficial veins and arteries of the arms, e.g., the Cephalic v., Basilic v., Median Basilic v., and Brachial, Radial, and Ulna arteries.
2. Ability to operate different venisection equipment such as tourniquets, vacutainer systems, syringes, and needles, microtainers, and butterfly collection devices.
3. Ability to deal with patients, visitors, and co-workers.

**SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.**

RECRUITMENT CASE FILE CONTACT:

Brenda Coachman  
Supervisory, Human Resources Specialist  
(SF-52# CLA 03-126)

BCOACHMAN/mb/07-10-03/645-3 CLA/CM 03-20

**Addendum to Declaration for Federal Employment  
Indian Health Service  
Child Care & Indian Child Care Worker Positions  
(Civil Service and Commissioned Corps Applicants)**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Please Print)

Job Title in Announcement: \_\_\_\_\_ Announcement Number: \_\_\_\_\_

Section 231 of the Crime Control Act 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, contains a related requirement for positions in the Department of Health and Human Services that involves 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? YES \_\_\_\_\_ NO \_\_\_\_\_  
[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]
- 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, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES \_\_\_\_\_ NO \_\_\_\_\_  
[If "YES", provide the date, explanation of the violation disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

-APPLICATION TRANSMITTAL SHEET-  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CLAREMORE INDIAN HOSPITAL  
HUMAN RESOURCES  
101 S. MOORE  
CLAREMORE, OK 74017

1. Applicants complete all items in Part I only.
2. Sign, date, and mail or bring this form with all attachments listed in the Vacancy Announcement.

**➔NOTE: Applications MUST be received in the Personnel Office by 4:30 PM on the closing date of the announcement.⬅**

<b>PART I</b>	
<b>Name and Address:</b>	<b>Vacancy Announcement Number: CM 03-20</b>
	<b>Position Title/Series/Grade: Medical Laboratory Aid, GS-645-3</b>
	<b>Lowest Acceptable Grade:</b>
	<b>Date Attained Present Grade:</b>
<b>The following forms are attached as required by the Vacancy Announcement:</b>	
1. ___ SF-171, OF-612, Resume	6. ___ College Transcripts
2. ___ Copy of current appraisal	7. ___ Narrative Statement (Ranking KSA's)
3. ___ Form 5-4432, Indian Preference	8. ___ Addendum to Questionnaire for Child Care Position
4. ___ OF-306, Declaration for Federal Employment	9. ___ DD-214, Veterans Preference
5. ___ Copy of SF-50b (proof of career of career conditional)	10. ___ Other: _____
<b>SIGNATURE: _____ Date: _____</b>	

**\*\*\*FOR OFFICE USE ONLY\*\*\***

<b>PART II</b>	<b>VACANCY CONSIDERATION NOTICE</b>
<b>Vacancy Announcement #: CM 03-20</b>	<b>Selectee:</b>
<b>Title: Medical Laboratory Aid, GS-645-3</b>	
<b>As a qualified applicant for the above announcement, you received this consideration:</b>	
___ You ranked among the Best Qualified, but were not selected.	
___ You ranked among the Best Qualified, but not in the top five; therefore, your name was not referred for consideration.	
___ You were rated qualified, but did not rank among the Best Qualified.	
___ Your application will be retained as a permanent document for this vacancy.	
<b>PART III</b>	<b>QUALIFICATION DETERMINATION</b>
___ Your application was not considered because qualified Indian Preference candidate(s) applied.	
___ Based on your application, you have been rated eligible but were not selected.	
___ You do not meet time-in-grade requirements.	
___ Based on your application, you do not meet the basic qualification requirements.	
<b>PART IV</b>	<b>ACKNOWLEDGMENT</b>
<b>Your application has been received:</b>	
<b>You are ineligible for consideration because:</b>	
<b>Other:</b>	
<b>Supervisory, Human Resources Specialist:</b>	<b>Date:</b>
<b>Brenda Coachman</b>	