

**REANNOUNCEMENT**

**THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT**

**VACANCY ANNOUNCEMENT**

NAO-03-MPP/ESEP-032B

**OPENING DATE**

05-12-03

**CLOSING DATE**

Open until Filled

**POSITION**

Medical Officer (Administration/Clinical Director)

**GRADE/SALARY**

GS-602-15 \$96,492-\$122,034 Per Annum

**LOCATION AND DUTY STATION:**

Crownpoint Health Care Facility, Crownpoint, New Mexico

**NUMBER OF VACANCIES:**

One Vacancy – PCN 13 35 01

**APPOINTMENT**

PERMANENT

TEMPORARY

NTE: \_\_\_\_\_

**WORK SCHEDULE**

FULL-TIME

PART-TIME

INTERMITTENT

**AREA OF CONSIDERATION**

COMMUTING AREA

NAVAJO AREA WIDE

DHHS WIDE

**SUPERVISORY/MANAGERIAL**

YES, MAY REQUIRE ONE YEAR PROBATION

NO

**PROMOTION POTENTIAL**

YES, TO GRADE \_\_\_\_\_

NO KNOWN POTENTIAL

**HOUSING**

YES, GOVERNMENT HOUSING AVAILABLE

PRIVATE HOUSING ONLY

**TRAVEL AND MOVING**

MAY BE PAID FOR ELIGIBLE EMPLOYEES

NO EXPENSES PAID

**DUTIES:** This position serves as Clinical Director for the Crownpoint Service Unit. As a full member of the Service Unit's Executive management group. exercises full second line managerial responsibility for planning, development, organization, integration, administration, and evaluation services include Pediatrics, Obstetrics/Gynecology, Emergency Room, Family Medicine, Internal Medicine, Radiology, Mental Health, and Dental. Departments for which the Clinical Director has management responsibility include Laboratory, Radiology, Pharmacy, Physical Therapy, Optometry, Social Services, Mental Health and Dental. Advises Medical Officers on procedures to be followed in the care and treatment of difficult cases. Incumbent is responsible for maintaining the highest standards of professional medical services at Crownpoint Service Unit within his/her specialty. This is accomplished by; providing direct care to patient; personal consultation with members of the staff on matters of patient's care and management; planning and conducting patient care management conferences utilizing specialist in fields such as Pediatrics, OB/GYN, Emergency Medicine, etc; Making rounds on wards to ensure that patients are receiving the proper medical care; reviewing clinical records to develop an opinion of the effectiveness of the attending medical officer and to ensuring that medical records are properly maintained. Resolving patient referral programs between referring physician, the medical and nursing staff at Crownpoint Service Unit and physicians in IHS and non-IHS hospitals. Works on a day-to-day basis with the

Service Unit CEO, Director of Nurses and other key staff members with responsibility for fully participating in top management discussion, decisions and policy making and sharing responsibility in management actions. Performs other duties as assigned.

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

**BASIC REQUIREMENTS:** Degree: DEGREE – DOCTOR OF MEDICINE OR DOCTOR OF OSTEOPATHY from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant’s graduation.

*GRADUATE TRAINING:* Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or first year of a residency program in an institution accredited for such training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada.

*LICENSURE:* Candidates must have a permanent, full and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico or a territory of the United States.

**IN ADDITION TO THE BASIC REQUIREMENTS:** Candidates must have had 52 weeks of specialized experience to the GS-14 to qualify for the GS-15 or 5 years of residency training in the specialty of the position to be filled or equivalent experience and training.

**SUPERVISORY OR MANAGERIAL ABILITIES:** Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed under the appropriate category below:

- Ability to assign and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively, both orally and in writing, in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.

**TIME-IN-GRADE REQUIREMENTS:** Candidates must have completed at least 52 weeks at the GS-14 level to qualify for the GS-15.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the date the certificate is issued.

**CONDITION OF EMPLOYMENT:** Immunization Requirements - 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 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.

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**NOTE:** Refer to Qualification Standards Operating Manual or IHS Excepted Service Qualification Standards, Series GS-602 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. **TO OBTAIN EDUCATIONAL CREDIT, APPLICANTS MUST SUBMIT COLLEGE TRANSCRIPTS.**

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### **WHO MAY APPLY**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal Service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

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

**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 Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Veteran's 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.

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### **INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistant 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 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 at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Meet the basic 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 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 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 requirement documentation, etc.)
  6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston Standard or the Civil Service Standard, if no Preston Standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resume. When required by the vacancy announcement, these applicants must provide specific information related to any knowledge, skills and abilities which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to the 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 plan and organize.
2. Ability to allocate resources.
3. Ability to make decisions.
4. Ability to adapt to change.
5. Ability to communicate in writing.
6. Ability to provide leadership.
7. Ability to meet and deal with a wide variety of individuals or groups.
8. Knowledge of diagnostic and therapeutic interventions in health care delivery.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

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**NOTE: “Declaration for Federal Employment” (OF-306)** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

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**HOW & WHERE TO APPLY:** All applicants must submit one of the following to the Navajo Area Indian Health Service, Division of Personnel Management, PO Box 9020, Window Rock, Arizona 86515-9020.

**FOR MORE INFORMATION, CONTACT:** Irene Benallie, Personnel Staffing Specialist, 928/871-1432.

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

**A copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 (or equivalent form issued by a Tribe authorized by PL 93-638 Contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. 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.**

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed as follows 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 AS FOLLOWS 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. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points.
6. Highest Federal civilian grade held (give series and dates held);
7. High school-Name, City, State (zip code if known), and date of Diploma or GED.
8. 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). Attach copy of Official Transcripts.
9. Work Experience (paid and nonpaid) - 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.
10. Indicate if we may contact your current Supervisor;
11. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.
12. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.

**ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE  
TELEFAXED APPLICATIONS WILL NOT BE ACCEPTED.**

NOTE: Applicants 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, education, training and/or experience.

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

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**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.

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**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.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASON 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.

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EEO REVIEW/CONCURRENCE	DATE	PERSONNEL CLEARANCE	DATE
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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – NAO-03-MPP/ESEP-032B. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE  
MEDICAL OFFICER (ADMINISTRATION), GS-602-15

1. ABILITY TO PLAN AND ORGANIZE. The person in this position must have the ability to effectively anticipate workload and to coordinate the activities of hundreds of employees needed meet to patient care needs in a timely fashion. Includes the ability to plan strategically to meet anticipated long-term future needs of the population served. It also includes the ability to complete assignments under the pressures of changing conditions and short 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.)

2. ABILITY TO ALLOCATE RESOURCES. This includes the ability to understand the sequence of events of the budget cycle and recognize the necessary actions to gather all data in an effective manner and understand the requirements of programs in the budget process. Based on this analysis, the person in this position will be required to determine how resources are deployed to assure that critical functions are performed while assuring the expenditures to not exceed allowances. What in your background shows you possess this ability?

What was the duration of these duties?

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

3. ABILITY TO MAKE DECISIONS. This is the ability to examine factual data, comprehend and interpret written materials, prepare written reports, identify problems and construct recommendations for solving the problems. The person in this position will be required to make controversial and sensitive decisions regarding patient care, services, programs, etc., as a regular and routine part of the job. What in your background shows you possess this ability?

What was the duration of these activities?

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



4. ABILITY TO ADAPT TO CHANGE. This is the ability to respond to changes in processes, procedures, and goals in a rapid and constructive manner and to effect necessary modifications in the organization. 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.)

5. ABILITY TO COMMUNICATE IN WRITING. This is the ability to express oneself in writing in a clear, concise manner for a variety of purposes such as correspondence, studies, instructions, reports, etc. This person will be required to prepare or edit complex and sensitive documents such as responses to Congressional inquiries, medical/legal documents, etc. 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.)

6. ABILITY TO PROVIDE LEADERSHIP. The person in this position must have the ability to lead and motivate a wide variety of employees including healthcare professionals and all support staff necessary to maintain hospital operations. In addition, this person must have the ability to supervise which includes the ability to evaluate the work of subordinates; counsel employees; recommend employees for section and promotion, awards, discipline, formal training; schedule leave, resolve complaints, and provide on-the-job training. 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.)

7. ABILITY TO MEET AND DEAL WITH A WIDE VARIETY OF INDIVIDUALS OR GROUPS. The person in this position will be required to meet and deal with a wide variety of individuals and groups including tribal officials of other Federal, state, and local government agencies, community based organizations and as well, officials and providers with other health care organizations. This person will be required to communicate orally with people at all educational levels and with widely divergent communication and language skills. 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.)

8. KNOWLEDGE OF DIAGNOSTIC AND THERAPEUTIC INTERVENTIONS IN HEALTH CARE DELIVERY. The person in this position will be required to manage the program activities of a complex health care delivery system which includes a hospital, a free-standing clinic and health station in addition to community health based program activities. This person will be responsible for making sensitive decisions regarding services provided within this system and services provided to patients through contract with other health care providers or at other health care facilities. In addition, this person will ultimately be responsible to assure that the health care delivered is within accepted standards of care and that national accrediting/certification requirements are met. What in your background shows you possess this knowledge?

What was the duration of these activities?

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

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

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

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Signature of Applicant (Sign in Ink)

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Date