

# SANITARIAN

**ANNOUNCEMENT NUMBER: PXIHS 03-83**

**OPENING DATE: 04-01-2003**

**CLOSING DATE: 04-21-2003**

**Duty Location:** Office of Environmental Health, Division of Environmental Health Programs, Reno, Nevada

**SERIES/GRADE/SALARY:** GS-688-12, \$55,958 per annum

**CONDITIONS OF EMPLOYMENT:** 1 Permanent Full time

**AREA OF CONSIDERATION:** IHS Wide

**PROMOTION POTENTIAL:** No known potential

**HOUSING:** Private housing only

**TRAVEL EXPENSES:** Travel may be paid in accordance with Federal Travel Regulations

**This position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630; therefore, all applicants must sign the required "Addendum to Declaration for Federal Employment". Consideration for an offer of employment may be denied if there are affirmative responses on the addendum to the Declaration for Federal employment.**

**Brief Description of Duties:** Incumbent has primary responsibility to plan, develop, implement, and evaluate environmental health service programs relating to codes and ordinances, disease epidemiology, emergency response, food sanitation, injury prevention, institutional environmental health, recreational sanitation, vector control, waste management, and water quality. Advises the Service Unit environmental health personnel on technical matters relating to the program. Provides direct assistance to accomplish the more technical aspects of the program when deemed necessary. Serves as an institutional consultant for the tribes and Service Units related to Health Care Facilities, school day care centers, nursing homes, jails, and etc., located with the District. Evaluates the Reno District Environmental Health Service Program Operations. Performs other duties as assigned.

**SELECTIVE PLACEMENT FACTOR:** The following selective placement factor has been determined to be essential for the position in order to be minimally qualified.

**Professional registration:** Knowledge of environmental health principles and practices as demonstrated by achieving the status of Registered Sanitarian in order to perform environmental assessments. Provide copy of registration.

**Basic Requirements:** Applicants must have education or experience as described below:

- A. A full 4-year course of study that meets all the requirements for a bachelor's degree, and that included or was supplemented by at least 30 semester hours in a science or any combination of sciences directly related to environmental health (such as sanitary science, public health, chemistry, microbiology, or any appropriate agricultural, biological, or physical science). **OR**
- B. Four years of experience in inspection, investigational, technical support, or other responsible work that provided a knowledge and a fundamental understanding of, and the ability to use, environmental health principles, methods, and techniques equivalent to that which would have been gained through a 4-year college curriculum. **OR**
- C. A combination of education and experience as described above.

**Additional requirements:** In addition to meeting the basic requirements, applicants must have 52 weeks of specialized experience equivalent to GS-11

**Specialized Experience:** Qualifying specialized experience is experience in developing, evaluating, and advising on programs designed to prevent and eliminate environmental health hazards. Examples of qualifying specialized experience include knowledge of community injury prevention activities; knowledge of principles of organization to assist in the development and implementation of injury prevention plans and initiatives; and knowledge and skill to give oral presentations and training; knowledge of environmental health principles, practices, and activities in order to serve as liaison on all matters pertaining to environmental health and injury prevention. Knowledge of environmental health principles and practices as demonstrated by achieving the status of Registered Sanitarian in order to perform assessments in accordance with interagency agreements.

**SUPPLEMENTAL QUESTIONNAIRE  
On Knowledge, Skills and Abilities**

Position Applied For: Sanitarian, GS-688-12

Announcement No: PXIHS 03-83

Closing Date: April 21, 2003

**Evaluation Method:** Evaluation will be made of experience, performance appraisals, training, self-development, awards and outside activities, which are related to the position. To receive full credit for your qualification, provide a narrative statement of your background as it relates to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility. This supplement will be the principal basis for determining whether or not you are best qualified for the position. Describe your qualifications in each of the following:

**Ranking KSA's:**

1. Knowledge of environmental health principles and practices in order to perform environmental assessments.
  
2. Knowledge of injury prevention practices and theory.
  
3. Skill in injury data analysis as a program management function.
  
4. Ability to develop, implement, analyze, evaluate and produce solutions to problems in an environmental health program.
  
5. Ability and skill to conduct surveys and prepare written reports of findings (institutional facilities, food, water and waste water facilities, epidemiological, etc.)

The information you provide is considered to be a part of your application and as such certified by your signature on the SF-171 or equivalent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Motor Vehicle Operation Requirements:** Incumbent is required to operate a government motor vehicle, and maintain a current State Driver's License and Government Employee Identification Card.

**Time-in-Grade Restriction:** (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A Authority without regard to time-in-grade requirements). Merit Promotion Candidates must have completed at least 52 weeks of service in a position no more than one grade lower than the position to be filled.

**Selective Service Certification:** If you are 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 Selective Service System.

**Legal and Regulatory Requirements:** Candidates must meet time after competitive appointment, time-in-grade restriction, and qualification requirements by the closing date of the vacancy announcement.

**Indian Preference:** Applicants or current Federal service employees claiming Indian Preference must indicate on their application if they wish to be considered under the Indian Health Service Merit Promotion Plan, Excepted Service Examining Plan, or BOTH. If not, they will be considered under the IHS Merit Promotion Plan only.

**Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an Equal Opportunity Employer.**

**Equal Employment Opportunity:** The Phoenix Area Indian Health Service is committed to providing Equal Employment Opportunity without regard to race, color, sex, age, national origin, religion, physical handicap or sexual orientation.

Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and are encouraged to apply.

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.

**Instructions for PHS Commissioned Corps Candidates:** Active duty applicants must submit a copy of current billet description along with resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, education, and other information reflecting individual qualification for the position. If not on active duty but have applied for the Commissioned Corps, submit the same information as above (except billet description).

**Note:** Commissioned Corps applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston Standards or the Civil Service Standards, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In

addition, Commissioned Corps Indian Preference applicants must also provide information regarding education, including degrees obtained and schools attended; and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants must submit Form BIA 4432 as proof of Indian Preference and also proof of possession of the appropriate license.

**How to Apply:** Interested 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 format; **Plus** transcript of college courses; **a copy of your most recent performance appraisal** (and any other necessary documentation pertinent to the position being filled) to the **Phoenix Area Indian Health Service, Personnel Management Branch, Two Renaissance Square, 40 North Central Avenue, Suite 510, Phoenix, Arizona 85004-4424, by the close of business on the closing date.** Once an application has been received, we will not honor requests for copies. **TELEFAXED COPIES WILL NOT BE ACCEPTED.** For information or questions concerning this announcement, contact the Phoenix Area Personnel Office, at (602) 364-5219.

### **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 this position. **Specifically, the information provided under #8 (High School), #9 (College 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.**

### **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), day and evening phone numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran Preference (attach DD-214). If you are claiming 10-point Veteran Preference (disabled, widow, wife, or mother of a totally disabled veteran), also submit a Standard Form 15 (claim for 10-point Veteran Preference) with the required documentary proof (VA Certification).
6. Reinstatement Eligibility (attach SF 50-B).
7. Highest Federal Civilian Grade 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 Degree received (if no Degree show total semester or quarter hours earned). **Attach transcript.**
10. 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 and year), hours worked 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.
13. Bureau of Indian Affairs (BIA) Form 4432, Verification of Indian Preference signed by the appropriate BIA Official, or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA. Failure to do so will result in loss of due consideration as an Indian Preference applicant. For Phoenix Area employees, written notification on the front of the application that your Indian Preference is a matter of record in your Official Personnel Folder (OPF) is acceptable for applicants claiming Indian Preference.
14. Supplemental Questionnaire on Knowledge, Skills, and Abilities. It is important that you describe your qualifications in detail in order to receive proper evaluation in the ranking process.
15. Performance Appraisal, if available, must be the most recent appraisal.
16. Required Application Questionnaire for Child Care Positions with original signature and date. If submitted without original signature and date, the application is incomplete and will not be considered.

**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.

All material submitted for consideration under this announcement becomes the property of the Personnel Office and is 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 the loss of consideration for this position and/or a determination of unsuitability for Federal Employment.

**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 Excepted 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) 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 are being separated. The position must not have a greater promotion potential than the position from which 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 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 factors, physical requirements with a 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 employee who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, or 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**

2. 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.
- 
5. Ability and skill to conduct surveys and prepare written reports of findings (institutional facilities, food, water and waste water facilities, epidemiological, etc.)

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

---

Name: \_\_\_\_\_  
(Please print)

Social Security Number:

Job Title of Announcement: \_\_\_\_\_

Announcement Number:

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal Child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal record check for positions in the Department of Health and Human Services that involve regular contact with or control over Indian Children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere to violent crimes.

To ensure compliance with the above laws, the following questions are added to the Declaration for Federal Employment.

1) Have you ever been arrested for or charged with a crime involving a child? (If YES, provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.)

\_\_\_\_\_ Yes No

7) Have you ever been found guilty of, or entered in a plea of nolo contendere (no contest), or guilty to, any offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution, or crimes against persons? (If YES, provide 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.)

\_\_\_\_\_ Yes No

FAXED COPIES WILL NOT BE ACCEPTED  
**Signature, Certificate, and Release of Information**

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 rights to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

**SIGNATURE** (Sign in ink; do not print)      **DATE SIGNED** (month, day, year)  
**MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE**