

**COMPETITIVE VACANCY RE-ANNOUNCEMENT
BEMIDJI AREA INDIAN HEALTH SERVICE
DIVISION OF PERSONNEL MANAGEMENT
522 MINNESOTA AVE NW
BEMIDJI, MINNESOTA 56601**

BEMIDJI AREA OFFICE IS A SMOKE FREE ENVIRONMENT
December 6, 2002

THOSE APPLICANTS THAT APPLIED DO NOT NEED TO REAPPLY.

POSITION: Sanitarian GS-688-7/9 (BJ5116)
LOCATION: Bemidji Area Office, Bemidji, MN
VACANCY #: DEU-2002-38-B-BJ
SALARY: GS-688-7 \$30,597; GS-688-9 \$37,428
Per Annum Starting Salary

Opening Date: 12-09-2002 Closing Date: 12-13-2002

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For further information, please contact Doris Byington, Human Resources Specialist, at (218)444-0463 or 1-800-581-6834. All applications are subject to retention, no requests for copies will be honored. Applications can be faxed to 218/444-0464, (NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS). Applications by e-mail will NOT be accepted.

APPOINTMENT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.	WORK SCHEDULE: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Subject to rotating shifts
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MOVING: Travel expenses will be paid.

CONDITIONS OF EMPLOYMENT:

ON-CALL: YES NO

Call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within these specified time frames.

All applicants are required to complete the attached "Required Application Questionnaire for Child Care Positions" and "Signature, Certification, and Release of Information" form to determine eligibility for federal employment. Your application may not be considered for this designated child care worker position if you do not complete and submit this form or if you answer YES to either of the two questions. If applicable, "the selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal Service."

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veterans preference determination, Indian Preference, education, training and/or experience. Also, additional or alternate selection may be made within 90 days of the date the selection roster was issued if the position becomes vacant or to fill an identical position.

***** **GR.**

DE POTENTIAL: YES to grade (s) **9**; NO
***SUPERVISORY/MANAGERIAL:** YES; NO

*May require one year probation

THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DESSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY: Any U.S. Citizen

"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."

DUTIES AND RESPONSIBILITIES:

- ☞☞ Plans and implements a comprehensive environmental health program on the assigned reservations with particular emphasis on water supply, waste management, food protection, fluoridation program, injury prevention, operation and maintenance, hazardous materials, rabies control and institutional health.
- ☞☞ Advises operation and maintenance personnel and tribal representatives on proper procedures for treatment and disinfections of community and/or individual water supplies and management of solid and liquid waste facilities.
- ☞☞ Conducts training for individuals on proper maintenance of sanitation facilities as requested.
- ☞☞ Surveys food preparation and serving facilities at BIA and IHS installations completing a written report of recommendations.
- ☞☞ Surveys tribal and/or private food service establishments on tribal land completing a written report of recommendations.
- ☞☞ Conducts annual food service training sessions for BIA, IHS and tribal food service employees.
- ☞☞ Conducts comprehensive environmental health surveys of BIA, IHS and tribal facilities including schools, head start schools, day care centers, gaming facilities, health care, recreational facilities, industrial operations, and drug rehabilitation facilities.
- ☞☞ Completes written reports of recommendations.
- ☞☞ Institutional environmental health training is provided as requested/needed based on Life Safety code elements, infection control guidelines, housekeeping, epidemiology, JCAHO standards and Occupational Health standards.
- ☞☞ Other duties as assigned.

QUALIFICATION REQUIREMENTS: Candidates must meet qualification standards as specified in the Operating Manual for Qualification Standards for General Schedule Positions and/or the Excepted Service Qualification Standards:

<i>GRADE</i>	<i>GENERAL EXPERIENCE</i>	<i>SPECIALIZED EXPERIENCE</i>
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GS-7	None	1 Year of experience equivalent to at least the GS-5 level.
GS-9	None	1 Year of experience equivalent to at the GS-7 level.

BASIC REQUIREMENT:

Education (for GS-5 position): 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 sanitarian science, public health, chemistry, microbiology, or any appropriate agricultural, biological, or physical science).

OR

Experience (for GS-5 position): Four years of experience in inspectional, 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

A combination of education and experience as described above.

Excepted Service Quals covered above.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work and related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills and abilities described below.

All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the Best Qualified candidates.

SUPPLEMENTAL QUESTIONNAIRE - KNOWLEDGE, SKILLS AND

ABILITIES

1. Knowledge and ability to assess the Indian people's environmental health needs, establish environmental health priorities and develop appropriate action programs.
2. Ability to communicate verbally and in writing.
3. Knowledge of the professional and technical aspects of sanitation and environmental health programs.

HOW TO APPLY: Applicants must submit their applications to the Bemidji Area Indian Health Service, Division of Personnel Management, 522 Minnesota Ave NW , Bemidji, MN 56601.

ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) SF-171, Application for Federal Employment; c) Resume; or d) any other written application format.
2. Current Performance Rating, if available.
3. If you wish to substitute appropriate education for experience, you MUST submit your transcripts along with your application. If your education is appropriate for the position being filled, then your education may be substituted for experience.
4. For current or former Federal Employees, a copy of your latest Notification of Personnel Action (SF-50B) is required.
5. All applications for this position MUST include the attached "Required Application Questionnaire for Child Care Positions" and "Signature, Certificate, and Release of Information" form (see attachment).
6. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Forms SF-15, claiming 10 point preference. No preference will be allowed unless a copy of the DD-214 is attached to the application.

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at 605/226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

INFORMATION REQUIRED ON 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. 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.

- a) Announcement Number, Title and Grade of the job for which you are applying.
- b) Full name, mailing address (with zip code) and day/evening telephone numbers. Please include area codes.
- c) Social Security Number.
- d) Country of Citizenship.
- e) Veteran's Preference.
- f) Highest Federal Civilian Grade held (give job series and dates held).
- g) High School - Name, City, State (with zip code) and date of diploma or GED.
- h) Colleges and Universities - Name, City, State (with zip code), major(s), type and year of any degree(s) received (if no degree, show total semester/quarter hours earned). Please attach transcripts.
- i) Work experience (paid/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/year), average hours worked per week, and salary (beginning/ending).
- j) Indicate if we may contact your current supervisor.
- k) Job-related training courses, skills, certificates, registrations, and licensure (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTION. All applications must be signed and dated. All material submitted for consideration under this

announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration 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 determination of unsuitability for Federal Employment.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACES EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION;

If you are currently a Department of Health and Human Services (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 Indian Health Service 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 the Indian Health Service. 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 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 the DHHS in the same commuting area of the position for which you requesting priority consideration.
 1. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation etc.).
 2. 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 a 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 show 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 a 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.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

REQUIRED APPLICATION QUESTIONNAIRE FOR CHILD CARE POSITIONS (Civil Service and Commissioned Corp Applications)

Vacancy Announcement Number You Are Applying

For _____

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal Child Care positions have applicants sign a receipt of notice that a criminal record check will be conducted.

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.

- 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 the address of the police department or current court involved.)*

_____	_____
YES	NO

Have you ever been found guilty of , or entered a plea of nolo contendere (no contest) or guilty of , 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 violence, description of the arrest of charge, place of occurrence, and the name and address of the police department or court involved.)*

_____	_____
YES	NO

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.

TYPE OR PRINT NAME

SIGNATURE

DATE

**THIS FORM MUST ACCOMPANY YOUR APPLICATION/RESUME AND
MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE**

SIGNATURE, CERTIFICATE, AND RELEASE OF INFORMATION

This information is required under P.L. 101-630, 101-647, and appropriate amendment(s).

I certify that I have been notified by the Agency that and FBI check, including fingerprints and National agency Check and Inquires will be required as a condition of employment. I further understand that retention in this position is contingent upon satisfactory results from this investigation. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Services, and my right to challenge the accuracy and completeness of any information contained in the reports.

I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations to investigators, personnel staffing specialist, and other authorized employees of the Federal Government.

I certify that, to the best of my knowledge, all statements are true, correct, complete, and made in good faith. I understand that intentional false statements may be grounds for not hiring me or for firing me after I begin work and may be punishable by fine or imprisonment. (U.S. Code, Title 18, section 1001).

SIGNATURE

(Sign in ink - do not print)

DATE SIGNED

(mm/dd/yy)