

# REANNOUNCEMENT

## MEDICAL TECHNICIAN

ANNOUNCEMENT NO: PXIHS-03-143-1

Opening Date: 09/30/2003

Closing Date: OUF

LOCATION: PHS Indian Hospital, Ft. Yuma Service Unit, Winterhaven, CA.

SERIES/GRADE/SALARY: GS-645-5, \$25,697 per annum  
GS-645-6, \$28,644 per annum  
GS-647-7, \$31,830 per annum

TYPE/NUMBER OF POSITIONS: (1) Permanent , Full-time  
AREA OF CONSIDERATION: Phoenix Area Wide  
PROMOTION POTENTIAL: GS-6/7  
SUPERVISORY/MANAGEMENT: None  
HOUSING: Private housing only  
TRAVEL EXPENSES: No expenses paid

**Condition of Employment:** Immunization Requirement: If selectee was born after 12-31-56, he/she must provide proof of immunity to or evidence of adequate immunization against Rubella and Measles prior to entry on duty. The duty location may provide immunization or determine immunity or antibody through testing.

**This position is covered under the Child Care and Indian child Care 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 performs a wide range of clinical laboratory tests/examinations per requests by medical staff. Responsible for the application, modification, and adaptation of analytical methods and procedures in the performance of a variety of test/examinations of human tissue, fluids and/or other substances in the clinical laboratory. Work assignments encompassed include such specializations as chemistry, microbiology, hematology, immunology, urinalysis, and blood banking. Sets up, operates and/or utilizes appropriate equipment, instruments, etc., to perform qualitative analysis of substances. Interprets and evaluates results of tests in process and upon completion in order to recognize anticipated reactions and departures from the norm. Performs preventive maintenance, periodic inspections and performance testing of equipment. Incumbent plans and performs assignments following commonly accepted and understood instructions, guidelines or laboratory manuals. Performs other duties as assigned.

**Work Schedule:** Works on a regularly assigned, rotational or callback basis to provide continuity of laboratory services during evenings, nights, holidays, and weekends.

**Qualification Requirements:** Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements. Applicants must meet the experience and/or education as follows.

<u>Grade</u>	<u>Specialized Experience</u>	<u>OR</u>	<u>Education</u>
GS-5	52 weeks equivalent to GS-4		4-year course of study above high school leading to a bachelor's degree with courses related to the occupation.
GS-6	52 week equivalent to GS-5		1 full year of graduate level education
GS-7	52 weeks equivalent to GS-5		1 full year of graduate level education

**Specialized Experience:** Experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. This experience may have included work in positions which provided laboratory support work such as performing laboratory tests and examinations and preparing reports of findings or technical support work which required application of methods and techniques for the position to be filled.

**Education:** Graduate education or an internship meets the specialized experience required **only** in those instances where it is directly related to the work of the position.

### **SUPPLEMENTAL QUESTIONNAIRE ON KNOWLEDGE, SKILLS AND ABILITIES**

Position Applied For: Medical Technician, GS-645-5/6/7

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**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 qualifications, 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. Ability to set up, operate and/or utilize appropriate instruments and methodologies to perform qualitative and quantitative analysis of substances.
  
2. Ability to perform preventive maintenance, periodic inspection, and performance testing of equipment and instruments together with the maintenance of appropriate records.
  
3. Skill in drawing blood samples.

The information you provide is considered to be a part of your application and as such certified by your signature on the OF-612 or equivalent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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.

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.

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

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.

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.

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

Additional selection may be made from this announcement within 90 days from the date of the certificate provided the vacant position is an identical position, same geographical location and same conditions of employment.

**How to Apply:** Interested applicants must submit one of the following: (1) **OF-612** (Optional Application for Federal Employment), (2) **Resume** or (3) 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 N. Central Avenue, Suite 510, Phoenix, Arizona 85004-4424**, by the close of business on the closing date. Applicants will not be considered if the application is received after the closing date. **TELEFAXED COPIES WILL NOT BE ACCEPTED**. Once an application has been received, we will not honor requests for copies. For information or questions concerning this announcement, contact the Office of Human Resources 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 submit this form 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. Required Application Questionnaire for Child Care Positions with original signature and date. If submitted without original signature and date, the application is incomplete and 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) OR DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive the 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 the 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 with 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 applicant 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, 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

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 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 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.

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

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**Name:** \_\_\_\_\_ **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
2. Have you ever been found guilty of, or entered 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 court involved.)**
- Yes      No

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**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.

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**SIGNATURE** (Sign in ink; do not print)

**DATE SIGNED** (month, day, year)

**MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE**