

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF PERSONNEL MANAGEMENT
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT
February 20, 2003

POSITION: *Medical Technician OR
Hospital
Technologist (EB983T)

LOCATION: PHS Indian
**Medical
Clinical Laboratory,
Eagle Butte, South

Dakota

SALARY: *GS-645-05, \$25,467
EB

VACANCY NUMBER: 03-43-

*GS-645-06, \$28,388 OR
*GS-645-07, \$31,546 Per Annum
**GS-644-05, \$30,471
**GS-644-07, \$35,813 OR
**GS-644-09, \$42,623 Per Annum

OPENING DATE: Mar. 5, 2003 **CLOSING DATE:** Mar. 25,
2003 Applications and related documents must be received at the above address by
4:30 p.m. on the closing date of this announcement. For information contact
DELBERT HASKELL at (605) 226-7563. All applications are subject to retention;
no requests for copies will be honored. Applications can be faxed to 605/226-7668,
(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS). Applications by
e-mail will be accepted. It is the responsibility of the applicant to submit a complete
application.

E-MAIL TO: Delbert.Haskell@ihsabr.ihs.gov

**APPOINTMENT:
CONSIDERATION:**

Permanent
 Not-To-Exceed The
applicant selected for this
position may be appointed
to either a one year appoint-
ment or an appointment in
excess of one year, depending
on the status of the applicant.

WORK SCHEDULE: AREA OF

Full-Time IHS-Wide
 Part-Time DHHS-Wide
 Intermittent
 Rotating Shifts

MOVING: Travel will be paid provided all legal and regulatory requirements and
travel regulations are met.

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 the specified timeframes.

* All applicants are required to complete the attached "Addendum to Declaration for
Federal Employment Indian Health Service Child Care & Indian Child Care Worker
Positions" and "Signature, Certification, and Release of Information" form to
determine eligibility for federal employment. **Your application may not be
considered for this designated childcare 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
veteran's 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.

GRADE POTENTIAL; GS-645 YES to grade(s) **GS-7** NO

GRADE POTENTIAL; GS-644 YES to grade(s) **GS-9** NO

***SUPERVISORY/MANAGERIAL**

YES NO

*May require one year probation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN
CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE
25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN
EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A
ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11,
IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR TEMPORARY POSITIONS: Applications will be accepted
from most anyone if the position is temporary and will last one year or less.
Applications will also be accepted from Indian Preference applicants if the
appointment will be made in excess of one year. Non-Indians may apply for term
positions provided he or she has status and the appointment can be made in the
competitive service.

DUTIES AND RESPONSIBILITIES: GS-644:

Evaluates procedures to determine the suitability of specimens for analysis,

requesting a new specimen if determined unusable. Prepares reagents and primary reference materials, selects, performs, evaluates and monitors the performance of moderate and high complexity techniques in accordance with established protocols. Calibrates, standardizes and maintains instruments. Conducts quality control procedures on equipment, reagents and products and maintains proper reports for quality control record review. Conducts quality control procedures on equipment, reagents and products and maintains proper records for quality control reports, following guidelines published in 42 CFR Part 493. Evaluates and recommends new tests as needed.

GS-645:

This position is located in the PHS Indian Hospital, Eagle Butte, South Dakota. The position is responsible for the application, modification, and adaptation of analytical methods and procedures in the performance of a variety of tests/examinations of human tissue, fluids and/or other substances in the clinical laboratory. Work assignments include such specializations as chemistry, hematology, microbiology, immunology, urinalysis, and blood banking. Performs standardized procedures in accordance with established manuals technical references, and precedents. Withdraws appropriate quantities of body fluids to conduct laboratory examinations. Performs preventive maintenance, periodic inspection and performances testing of equipment and instruments and records tests and adjustments as appropriate.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

Medical Technician, GS-645

GS-5: Successful completion of a full 4-year course of study leading to a Bachelor's degree of major study or at least 24 semester hours in Biology, Chemistry, or Mathematics.

GS-6: One year of specialized experience equivalent to GS-5.

GS-7: One year of specialized experience equivalent to GS-6.

Specialized Experience: (a) Technical medical laboratory support work such as performing laboratory tests and examinations (chemical, microbiologic, hematologic and blood banking) and preparing reports of findings or (b) technical support work in a closely related field, e.g., biological laboratory technician work, that required application of the methods and techniques for the position to be filled.

Medical Technologist, GS-644

Basic Requirements:

A. Degree: medical technology, chemistry, or biology that included or was supplemented by at least:

- ?? 16 semester hours of biological science of which one course was in microbiology and one course was in immunology may be met by any course that covers the following topic areas: (1) definition and relationships of antigens and antibodies; (2) host-antigen interactions; (3) bursal and thymic influences on lymphoid cells; and (4) humeral and cellular response

mechanisms).

- ?? 16 semester hours of chemistry of which one course was in organic or biochemistry. The remaining chemistry courses must have been in general chemistry, qualitative analysis, qualitative chemistry, quantitative chemistry, physical chemistry, analytical chemistry, or any of the areas listed below under "Evaluation of Education and Experience;" and

- ?? 3 semester hours of college mathematics.

OR

B. A full 4-year course of study that included or was supplemented by at least 12 months in a college or hospital-based medical technology program or medical technology school approved by a recognized accrediting organization. The professional medical technology curriculum may have consisted of a 1-year post-baccalaureate certificate program or the last 1 or 2 years of a 4-year program of study culminating in a bachelor's in medical technology.

OR

C. A combination of 1) at least 35 semester hours of biological science, chemistry, and mathematics as described in paragraph A above and 2) additional appropriate education and/or experience totaling 4 years. This combination of education and experience must have provided knowledge of the theories, principles, and practices of medical technology equivalent to that provided by the full 4-year course of study described in A or B above. All science and mathematic courses must have been acceptable for credit toward meeting the requirements for a science major at an accredited college or university. Acceptable experience is responsible professional or technician experience in a hospital laboratory, health agency, industrial medical laboratory, or pharmaceutical house; or teaching, test development, or medical research program experience that provided an understanding of the methods and techniques applied in performing professional clinical laboratory work. Certification/licensure as a medical technologist (generalist) obtained through written examination by a nationally recognized credentialing agency or State-licensing body is a good indication that the quality of experience is acceptable.

Evaluation of Education and Experience:

The four major areas of clinical laboratory science are microbiology, clinical chemistry, hematology, and immunohematology (blood banking). Qualifying course work in these areas include bacteriology, mycology, mycobacteriology, tissue culture, virology, parasitology, endocrinology, enzymology, toxicology, urinalysis, coagulation, hemostasis, cell morphology, immunology, serology, immunoserology, immunodeficiency, hemolysis, histocompatibility, cytogenetics, and similar disciplines of areas of laboratory practice. Related fields include physiology, anatomy, molecular biology, cell biology, embryology, pathology, genetics, pharmacology, histology, cytology, nuclear medicine, epidemiology, biostatistics, infection control, physics, statistics, and similar areas of science **where the work is directly related to the position to be filled.**

Applicants who meet the *Basic Requirements* described above are fully qualified for the GS-05.

In addition to meeting the basic entry qualification requirements, the applicants must

have specialized experience and/or directly related education in the amounts listed below (**NOTE:** Education and experience may be combined for all grade levels):

GS-7: One (1) year of specialized experience to at least GS-5.

GS-9: One (1) year of specialized experience equivalent to at least GS-7 or 2 years of progressively higher level graduate education leading to master's degree or equivalent graduate degree.

Specialized Experience: This is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

For positions above GS-5, experience or graduate education must have been in (1) the general field of medical technology, (2) one the disciplines or specialized areas of medical technology, or (3) a field directly related and applicable to medical technology of the position to be filled.

Work-study experience in a clinical laboratory as a student medical technologist in a CAHEA-accredited education program may be credited on a month-for-month basis toward meeting the GS-7 specialized experience requirement.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as 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 and selective factors described in this announcement will be further evaluated by determining the extent to which their work or 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

GS-644:

1. Knowledge of medical technology concepts, principles, and practices sufficient to develop and implement a full-service laboratory program.
2. Knowledge of quality control, workload reporting, and proficiency testing to design programs to assure the reliability of data and measure lab productivity.
3. Knowledge of the medicolegal and accrediting/regulatory requirement of HCFA, CAP, and JCAHO, OSHA, and FDA..

GS 645:

1. Knowledge of the methods, techniques and practices appropriate to medical technology and their practical application to clinical laboratory work.
2. Ability to calibrate and operate analytical instruments and equipment sufficiently to independently perform recurring tests.
3. Ability to discern and perform the appropriate tests requested by the practitioner.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement, if applicable.

HOW TO APPLY: Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Personnel Management, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **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. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. 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.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
6. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" and "Signature, Certificate, and Release of Information" form (see attachment).**
7. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10 point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. 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.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE

COMMISSIONED CORPS CANDIDATES: Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.

Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

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 (with 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), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/nonpaid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), 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 and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. 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. If position is **RE-ANNOUNCED**, please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES

(DHHS) FOR 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 (CES) 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) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the 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 the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & 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 a RIF separation notice, a letter from the Office of Personnel Management (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 shows 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

ned or 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 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 & 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.

Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions

appropriate amendments).

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in 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, contains a related requirement 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 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? *(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 current 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 felonious or misdemeanor offense under Federal, State, or Tribal Law involving crimes of violence; sexual assault, molestation, contact or prostitution; or crimes against persons; or offenses committed against children? *(If "YES", provide date, explanation of the violence, description of the arrest or 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; & (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.

I certify that I have been notified by the Agency that an FBI check, including fingerprints and National Agency Check and Inquiries 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 (m/d/y)

TYPE OR PRINT NAME

MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE

SIGNATURE

DATE

**Signature, Certificate, and Release of Information
(this information is required under P.L. 101-630, 101-647, and**