



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. SFSU MPP-ESEP-04-06	OPENING DATE 02-09-04	CLOSING DATE 03-01-04
---	--------------------------	---------------------------------

POSITION TITLE, SERIES, GRADE AND SALARY	LOCATION & DUTY STATION
Medical Technologist GS-644-10, \$45,635 per annum (Special Salary Rate Authorized Under 5USC)	Santa Fe Service Unit Laboratory Services Santa Fe, New Mexico

AREA OF CONSIDERATION: All Sources

CONDITIONS OF EMPLOYMENT:

One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.

Relocation expenses will not be paid but if position is advertised outside of the local commuting area and an applicant from outside the local commuting area is selected, then Indian Health Service is obligated to pay relocation expenses.

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.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

DUTIES AND RESPONSIBILITIES: Serves as Senior Medical Technologist and technical expert in the Hematology/Immunoematology Section of the Clinical Laboratory at the Santa Fe Indian Hospital. Incumbent serves as the consultant and is responsible for performing the full range of work in Hematology/Immunoematology, including solving complex Hematology/Immunoematology problems, performing specialized studies and procedures. Performs a wide range of clinical laboratory tests/exams including difficult and infrequent tests requiring special knowledge for use in clinical diagnosis, patient screening and other authorized purposes. Tests include but are not limited to testing by the dipstick method, latex and other particle agglutination procedures, direct solid-phase immunoassay, enzyme immunoassay, particle counting, spectrophotometry, flourometry, freezing point depression, and direct microscopy of clinical material. Performs the following in connection with accomplishment of duties outlined above: Withdraws appropriate quantities of blood by vein, arterial and capillary punctures in neonate, pediatric, adolescent, adult, and geriatric patients. Sets up, operates and/or utilizes appropriate equipment, instruments, containers and other devices and materials to perform qualitative and quantitative analysis of substances. Interprets and evaluates results of tests/examinations in process and upon completion in order to recognize anticipated reactions and departures from the norm. Performs preventive maintenance, periodic inspection and performance testing of equipment and instruments together with the maintenance of appropriate records. While working in other sections of the laboratory, performs standardized procedures in accordance with established section policies, technical references and precedents. Maintains professional knowledge and proficiency in medical technology through continuing education, staff meetings and participation in professionally oriented activities. Documents competency for all tasks required of the position at least annually by successfully participating in proficiency test, and oral, written and practical exams as prescribed by supervisor. Works on a regularly assigned, rotational or call back basis to provide continuity of laboratory services during evenings, nights, holidays and weekends. Utilizes laboratory computer system to accession, review, report and retrieve lab results for patient care. Performs other duties as assigned. **Technical Oversight Functions:** Provides technical guidance to Medical Technologist, Medical Laboratory Technicians,

and Laboratory Aids who rotate through the Hematology/Immunohematology Section on established shift assignments. Reviews all test results generated by the Hematology/Immunohematology Section. Provides in-service and on-the-job training and technical updates to employees and students rotating through the Hematology/Immunohematology Section. Oversees working conditions within the section and initiates requests for corrective measures pertaining to seating, ventilation, lighting needs, ergonomics, etc. Makes recommendations concerning promotions, reassignments, performance and personnel needs. Determines procedures for Hematology/Immunohematology Section tests to be performed. Develops and implements the use of protocols for performance of tests and evaluation of results. Introduces new test methods and modifies or revises standard techniques to improve quantity, quality and accuracy of services as needs change. Incumbent serves as subject matter expert for advising physicians and other health professionals in the theories and principles of Hematology/Immunohematology. Serves as consultant other service unit laboratories as requested. Maintains and develops the quality control program for the Hematology/Immunohematology Section. Coordinates with staff and instrument manufacturer technical support to assure that all maintenance is performed as scheduled. Responsible for the Quality Assurance program of the Microbiology Section assuring compliance with JCAHO and CLIA standards. Updates procedures manual for the Hematology/Immunohematology Section. Prepares monthly workload reports and other special reports as requested. Responsible for supplies and equipment for the Hematology/Immunohematology Section. On an individual or project basis, conducts and/or participates in development work related to clinical laboratory operations. Serves as acting Laboratory Supervisor on rotating basis during absence of Supervisory Medical Technologist.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: 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. (NOTE: If there is no mention of immunology or immunobiology in the course title, the requirement for a course in immunology may be met by any course that covers the following topic areas: (1) definition and relationship of antigens and antibodies; (2) host-antigen interactions; (3) bursal and thymic influences on lymphoid cells; and (4) humoral and cellular response mechanisms.) The remaining biology courses must have been in general biology, zoology, or any other areas listed below under "Evaluation of Education and Experience."
- 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 mathematics 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 includes bacteriology, mycology, mycobacteriology, tissue culture, virology, parasitology, endocrinology, enzymology, toxicology, urinalysis, coagulation, hemostasis, cell morphology, immunology, serology, immunoserology, immuno-deficiency, hemolysis, histocompatibility, cytogenetics, and similar disciplines or 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.

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

In addition to meeting the basic requirements, candidates for the position must have had 52 weeks of Specialized Experience equivalent to at least the GS-9 level.

Specialized Experience: Experience in medical technology with specific experience in clinical hematology/immunohematology in a hospital setting. Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors -KSAs described below.

Applicants must address the following KSAs on a separate sheet of paper.

1. Ability to communicate orally and in writing.
2. Knowledge of medical technology principles, practices and concepts with strong emphasis in hematology/immunohematology.
3. Knowledge of quality control and quality assurance program.
4. Knowledge of regulatory, licensing, accrediting requirements, medicolegal responsibilities and statutes governing clinical laboratory operations.
5. Ability to provide technical and administrative guidance to staff.

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 Excepted Service who are entitled to Indian preference.

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 eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Veterans 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.

Commissioned Corps Officers: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by Indian Health Manual, Part 7, Chapter 3, and all other documents specified in this announcement.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and 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).

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 Charlotte Yazza-Bain (505) 946-9238. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Displaced Federal Employees Requesting Special Selection Priority Consideration: If you are currently a DHHS (includes IHS) 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 (includes IHS) Career Transition Assistance Program (CTAP).

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 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 (includes IHS) 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, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

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 required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This

score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

Only U.S. citizens may be appointed to the Competitive Service.

WHERE TO APPLY:

Applications MUST be submitted by close of business of the closing date to the following address:

Santa Fe Indian Hospital
Human Resources Office
1700 Cerrillos Road
Santa Fe, NM 87505

For copies of vacancy announcements download from the IHS website at www.ihs.gov or OPM website at www.usajobs.opm.gov or contact us. We do not FAX vacancy announcements.

REQUIRED DOCUMENTATION:

Verification of Indian Preference: Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. **Indian Preference will not be given unless the BIA Form 4432 is attached to the application/Resume.**

The OF-306, Declaration for Federal Employment. Form may be downloaded from: <http://forms.psc.gov/forms/OF/Of-306.pdf>

Indian Health Service Child Care and Child Care Worker Positions Statement.

Statement of authorization to review of application.

Statement addressing the Knowledge, Skill, and Ability Supplemental Questionnaire.

See **'HOW TO APPLY'** on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

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 Human Resources 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 loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant; if filling an identical additional position in the same geographic location; if the qualification requirements are the same and if an Indian preference eligible is on the certificate. If an Indian preference eligible is not on the certificate, the vacancy must be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES CLEARANCE:

Charlotte Yazza-Bain
Human Resources Specialist

02/06/04
Date

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

I authorize any and all persons involved directly and/or indirectly in the selection process to review my application.

Signature of Applicant

**Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions**

Item 15a. Agency Specific Questions

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

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 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? YES _____ NO _____
[If YES, provide the 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.]

- 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, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES _____ NO _____
[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

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.

Applicant's Signature (sign in ink) Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

HOW TO APPLY

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.			
Optional Application for Federal Employment – Form Number OF-612 www.opm.gov/forms/pdf_fill/of0612.pdf	Application for Federal Employment Form Number SF-171 http://forms.psc.gov/forms/SF/SF-171.pdf	Resume or Other written application format with information requested below. www.opm.gov/forms/pdfimage/of0510.pdf	
If your resume or application does not provide all the information we request, you may lose consideration for a job. 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, Indian Preference, education, training and/or experience.			
Your resume or application format MUST contain the following information. 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.			
<u>JOB INFORMATION</u> Announcement number, title and grade of the job for which you are applying.			
<u>PERSONAL INFORMATION</u> Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship.			
<u>EDUCATION</u> High School (name, city, state, ZIP code if known), and date of diploma or GED. College and/or 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). To obtain educational credit, applicants must submit a copy of all college transcripts.			
<u>WORK EXPERIENCE</u> Copy of latest Personnel Action (SF-50B) if current or former Federal employee. Highest Federal civilian grade held (give job series and dates held). Work experience (paid and unpaid) Job title (include series and grade if Federal job) Duties and accomplishments Employer's name and address Supervisor's name and telephone number Starting and ending dates (month and year) Hours per week Salary Indicate if we may contact your current Supervisor.			
<u>OTHER QUALIFICATIONS</u> Give dates but do not send documents unless requested. Job related training courses Job related skills, i.e., computer software/hardware, tools, typing speed Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice) Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.			
<u>KSA's</u>			
Submit the following documents along with your chosen application format if you are in one of the following categories:			
COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
Current Billet description Most recent "Commissioned Officers Effectiveness Report". Child Care Statement Form Copies of Licensures	Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. Current Albuquerque Area employees may state that proof of Indian Preference is on file in the Official Personnel Folder Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.	Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veterans Preference, Form SF-15. To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.	Copy of latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. Copy of current performance appraisal. Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.