

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Phoenix Indian Medical Center
Office of Human Resources
1616 E. Indian School Rd, Suite 360
Phoenix, AZ 85016

SELECTIVE PLACEMENT FACTOR

Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

ANNOUNCEMENT NUMBER:	OPENING DATE:	CLOSING DATE:
SWR-07-0006	10/6/2006	10/23/2006

POSITION TITLE/SERIES/GRADE: MEDICAL OFFICER, GS-602-15

STARTING SALARY: GS-15 - \$103,083.00 - \$134,005.00 PER ANNUM

PROMOTION POTENTIAL: None

SUPERVISORY/MANAGERIAL: Yes

RELOCATION EXPENSES: May be paid

NUMBER OF VACANCY: (1) ONE VACANCY

APPOINTMENT/WORK SCHEDULE: Temporary, Part-Time NTE: 2 years

AREA OF CONSIDERATION: Department of Human & Health Service Wide

DUTY LOCATIONS: PHOENIX INDIAN MEDICAL CENTER, NATIONAL INSTITUTE OF HEALTH (NIH)

JOB DESCRIPTION: This position is located in the National Institute of Health (NIH), National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK), Phoenix Epidemiology and Clinical Research Branch (PECRB), Diabetes Epidemiology and Clinical Research Section, the incumbent as co-investigator conducts research in approved research protocols and serves as Medical Director for the NIH Clinic in Sacaton. Performs all other duties as assigned.

WHO MAY APPLY: Federal employment status is not required. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- Veteran's Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
- Applications will be accepted from USPHS Commissioned Officers. See HOW TO APPLY for instructions

Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

CONDITIONS OF EMPLOYMENT:

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
 2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
 3. Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
 4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
 5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
 6. Some service units operate under extended service hours 7 days per week.
 7. Clinical Privileges: 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.
 8. Licensure: Applicants must be currently licensed to practice medicine in one of the States, the District of Columbia, or Puerto Rico.
 9. Proof of meeting Degree requirement (positive education requirement). Note: By the time of appointment, an official college transcript must be presented so that we may verify the degree and/or grade-point average reported on the application.
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QUALIFICATION REQUIREMENTS:**Basic Requirement:**

Degree: Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; or a Doctor of Medicine or equivalent degree from a Foreign medical School which provided education and medical knowledge substantially equivalent to accredited schools in the United States. Comparability may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) or a fifth pathway certificate for American students who completed premedical education in the United States and graduate education in the foreign country.

Note: To receive credit for education you must submit your transcripts.

Graduate Training Requirements: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least one year of supervised experience providing direct service in a clinical setting, i.e., a one year internship or first (transitional) year of a residency program in an institution accredited for such training in the United States or Canada.

Exception: This requirement may be waived for administrative positions not requiring direct patient care.

Grade	EDUCATION**	AND/OR	EXPERIENCE
GS-15	Doctor of Medicine or Doctor of Osteopathy		5 years of residency training in the specialty of the position to be filled or equivalent experience and training

****Transcripts must be provided if you substitute education for experience.**

Licensure: Must have a permanent, current full and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and/or directly related education.

Specialized Experience: 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.

Examples of Specialized Experience:

Working experience as a qualified specialist in Preventive Medicine, Family Practice, Internal Medical, or Pediatrics, the incumbent provides professional services to participants in research studies in conformity with Branch policies and procedures.

Selective Placement Factor: In addition to the minimum qualification requirements, the following Selective Placement Factor(s) MUST be addressed on a separate sheet of paper.

Board certification by an American Specialty Board in Preventive Medicine, Family Practice, Internal Medicine, or Pediatrics.

TIME IN GRADE: Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

LEGAL AND REGULATORY REQUIRMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

METHODS OF EVALUATION: Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's)

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veteran's Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA): On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

KSA's for Medical Officer, GS-602-15:

1. Knowledge of diagnostic, treatment and preventive services and other services as required by NIH research protocols.
2. Skill in maintaining liaison with a variety of I.H.S. providers, agency and American Indian community leaders, state and federal agency directors.
3. Knowledge and skill in providing consultation and problem solving regarding medical and research issues.
4. Knowledge and skill in supervision of personnel.

HOW TO APPLY/REQUIRED FORMS:

- 1) Applicants may use one of the following to apply:
 - (01) OF-612 Optional Application for Federal Employment **OR**
 - (02) Resume (see requirements in **Attachment A**).
- 2) If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
- 3) If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
- 4) Copy of latest Personnel Action (SF-50), if a current or formal employee, and/or if requesting Reinstatement Eligibility.
- 5) Copy of the most recent performance appraisal, if a current Federal employee.
- 6) Copies of college transcripts. Education will not be given credit without them. To claim credit or if you are substituting education for experience, you are required to provide evidence of the education by providing a copy of your official transcripts. No credit will be given without your transcripts.
- 7) Copy of current unrestricted Medical License, if applicable.
- 8) Declaration for Federal Employment (OF 306)

- 9) Addendum to Declaration for Federal Employment (OF 306) form (Child Care & Indian Child Care Worker Positions - PL 101-630 Questionnaire)
- 10) Completed Selective Service Registration Form
- 11) Written Responses to the Knowledge, Skills, and Abilities (KSA) *see vacancy announcement* (OPTIONAL ~ failure to submit may result in an ineligible rating or substantially lower score).
- 12) If applicable, written responses to the Selective Placement Factor. In order to be considered you are required to provide a written narrative for each selective placement factor. See *vacancy announcement*
- 13) If applicable, Commissioned Corps Officer:
 - (01) Latest COER and
 - (02) Current Billet Description and
 - (03) BIA FORM 4432 if claiming Indian Preference.

Application and required forms identified by this announcement number must be submitted to the address below:

ATTN: (SWR-07-0006)

Office of Human Resources

Phoenix Indian Medical Center

1616 E. Indian School Rd, Suite 360E

Phoenix, AZ 85016

Phone: (602) 248-4180

Fax: (602) 248-4182

Faxed applications will be accepted up to 11:59 pm, Arizona Time, of the closing date of this announcement. Mailed or hand carried applications must be received by 4:30 pm on the closing date of this announcement. It is your responsibility to assure that your application package is complete.

All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job openings can be obtained at www.opm.gov, or at USAJOBS www.usajobs.opm.gov or check the IHS Website at www.ihs.gov. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.

Human Resource Specialist: Call 602-248-4180 to contact a Human Resources Specialist Date: 10/5/2006

ATTACHMENT A

HOW TO APPLY:

Choose one of the following forms to apply for this job. Please submit one application or resume for each different job.			
Optional Application for Federal Employment (Form number OF-612 & OF-306)	Application for Federal Employment (Form number SF-171)	Resume or Other written application format	
***If your resume or application does not provide all the information we request, you may lose consideration for a job. 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.			
Your resume or other application format MUST contain the following information and those cited in the How To Apply/Required Forms section in the Vacancy Announcement :			
JOB INFORMATION <ul style="list-style-type: none"> <input type="checkbox"/> Announcement number, title, and grade(s) of the job for which you are applying 			
PERSONAL INFORMATION			
<ul style="list-style-type: none"> <input type="checkbox"/> Full name, mailing address (with zip codes), day and evening phone numbers (include area codes), <input type="checkbox"/> Social Security Number <input type="checkbox"/> Country of citizenship 			
EDUCATION <ul style="list-style-type: none"> <input type="checkbox"/> High School (name, city, and state) and date of diploma or GED <input type="checkbox"/> College and/or universities (name, city, and state, major, type and year of degrees received) <input type="checkbox"/> Copies of college transcripts. (If required in vacancy announcement) 			
WORK EXPERIENCE			
Give the following for you're paid and non-paid work experience related to the job for which you are applying:			
<ul style="list-style-type: none"> <input type="checkbox"/> Job title (if Federal, please indicate series and grade) <input type="checkbox"/> Duties and accomplishments <input type="checkbox"/> Employer's name and address <input type="checkbox"/> Supervisor's name and phone number <input type="checkbox"/> Starting and ending dates (month and year) <input type="checkbox"/> Hours per week <input type="checkbox"/> Salary <input type="checkbox"/> Indicate if we may contact your current supervisor 			
OTHER QUALIFICATIONS			
Give dates but do not send documents unless requested in the vacancy announcement:			
<ul style="list-style-type: none"> <input type="checkbox"/> Job related training courses (title and year) <input type="checkbox"/> Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed <input type="checkbox"/> Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice) <input type="checkbox"/> Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards. <input type="checkbox"/> Addendum to Declaration for Federal Employment (OF 306) form (Child Care & Indian Child Care Worker Positions) http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection_2004.doc <input type="checkbox"/> KSA Ranking Factors (see vacancy announcement) <input type="checkbox"/> If applicable-Selective Placement Factor must be addressed separately (see vacancy announcement) 			
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, former or displaced)
-- Current Billet description -- Most recent "Commissioned Officers Effectiveness Report"	-- Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form 4432 -- Current IHS Phoenix Area employees must submit a copy of BIA 4432 form <i>Preference will not be given unless a copy of the 4432 is attached to the application.</i>	-- Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran 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 connected disability. <i>Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i>	-- Notification of Personnel Action, SF-50. -- Most recent performance rating (optional) <i>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.</i>

HOW TO APPLY (continued):

Veteran's Preference: Veterans who are preference eligible candidates 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 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 including KSA's, transcripts, registration, etc.**

ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you **MUST** also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you **MUST** also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you **MUST** also meet ALL of the following:
 - a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy **MUST** be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 - b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
 - c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application **MUST** include ALL documents that support your claim of eligibility for priority consideration - RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
 - e) Be rated “well-qualified” for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA, i.e. competencies) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, to be determined “best-qualified” employees will be rated and ranked against established competencies unique to the position. The standard cutoff score of 85 will be used.