



Department of Health and Human Services
Public Health Service
Indian Health Service



Vacancy Announcement

Announcement No.: **IHS-BAO-08-003**
 Opening Date: **January 14, 2008**
 Closing Date: **June 30, 2008**
 Area of Consideration: **Government Wide**
 Any Qualified Indian Candidates

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Dental Officer (Supervisory)

GS-680-12

OFFICE LOCATION:

Bemidji Area IHS facilities

Salary Range:

GS-12: \$82721-\$100037

(May be adjusted on Present/Former Federal employees)

***Special Salary Rates Authorized Under 5 USC 5303**

Compensation in addition to the above base salary may be available

Duty Station

Red Lake Indian Health Service, Red Lake, MN

White Earth Indian Health Service, Ogema, MN

Cass Lake Indian Health Service, Red Lake, MN

And all other facilities within Bemidji Area

Number of Vacancies: Position to be filled as vacancies occurs. This is an **open continuous vacancy announcement** and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/resumes on a year round basis and eligible qualified applicants are placed in the applicant supply file (ASF) for a period of six (6) months. This announcement may be used to fill jobs with multiple appointment terms: permanent, temporary, or term.

Your application will be included in the file of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills and or job preferences

Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.

- Positions may be permanent, temporary, term, full-time, part-time or intermittent.
- Promotion potential: None
- Incumbents of these positions are Subject to call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled
- This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subjected to an adverse

action, up to and including removal from the federal service.

- Position is supervisory/managerial and may require the incumbent to serve a supervisory probationary period.
- Travel and relocation expenses will be Authorized in Accordance with Federal Regulations. Payment of relocation expenses will be determined on a case by case basis
- You must be a U.S. citizen to qualify for this position.
- All application and required documents (See Required Documents on Page 4) MUST be received by 4:30 Central Time (CT) the date this vacancy announcement closes.
- If you are submitting your application via Federal Express/Overnight delivery, please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery.

BRIEF STATEMENT OF DUTIES: This position is located in the ambulatory health care portions of the Cass Lake Hospital, the Red Lake Hospital or the White Earth Health Center in the Bemidji Area. The facilities are operated by the Indian health Service, an agency of the U.S. Public Health Service. The Dental Department provides comprehensive dental services to American Indians and their descendants. Incumbent is a general dental practitioner serving as Chief of the Service Unit Dental Program. Incumbent performs a full range of professional dental duties in connection with the treatment of commonly encountered dental diseases or health problems. Reviews patient's medical chart for evidence of disease or abnormalities which could be adversely affected by dental treatment and takes necessary precautions to insure safe and effective treatment. Performs oral examinations and insures that results of exam are properly recorded in the patient chart. Upon diagnosis of pathological or irregular conditions, develops a treatment plan and insures appropriate referral of patient for necessary medical evaluation or specialty care if beyond the scope of general dental practice. Performs restoration of simple and complex cavities with standard and approved materials. As a senior clinician, performs such specialties as pediatric dentistry, prosthetic dentistry, endodontics, oral surgery, and periodontics. Responsible for program development, implementation, and evaluation. Participates in development and maintenance of public relations with other health disciplines, tribal health groups, and the community at-large. Responsible for supervising and providing technical oversight of facility dental program staff. Provides professional and management oversight to field locations in the areas of clinical and preventive services. Performs other duties as assigned.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT: (Education & Experience)

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions click on link below:

<http://www.opm.gov/qualifications/SEC-IV/B/GS0600/0680.HTM>

- **Foreign Degree Note:** All foreign degrees must be evaluated by a nationally recognized accrediting agency. You must submit proof of such evaluation and/or conversion.
- **Applicants Please Note:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualification (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:

<http://www.ed.gov/admins/finaid/accred/index.html>.

- All education claimed by applicants will be verified by the appointing agency accordingly.

Basic Requirements: EDUCATION: Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA- approved school. Transcripts must be submitted to verify education.

Licensure: Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico. Applicants must submit a copy of their active, current license.

ADDITIONAL REQUIREMENTS:

GS-12: Two years of professional dentistry experience and/or training; or superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past 5 years, would fall into the upper half of the group. Experience and/or training must be one of the following types:

- * Post-licensure professional experience in the general practice of dentistry.
- * Approved internship training.
- * Approved residency training.
- * Graduate-level study in an accredited dental school.
- * Post-licensure professional experience in a specialized area of practice.
- * Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each PHS Dentist must possess and maintain a valid dental license in a State. This policy applies only to individuals filling positions in the 680 Dental Officer series. The sole exception involves dentists who have met all professional requirements for admission to the state licensure examination and have passed such examination, but who have been issued a limited state license on the basis of either non-citizenship in that State or lack of residency requirements in that State.

MEDICAL REQUIREMENTS:

Applicants must be able to distinguish shades of color.

QUALITY OF EXPERIENCE:

Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he or she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors or employers may be made to obtain further information about the candidate's professional qualifications for the position.

SUPERVISORY OR MANAGERIAL ABILITIES:

Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed below.

Ability to: * Assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/area of training. * Accomplish the quality and quantity of work expected within set limits of cost and time.* Plan own work and carry out assignments effectively. * Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.* Understand and further management goals as these affect day-to-day work operations.* Develop improvements in or design new work methods and procedures. * Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.* Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work. * Establish program objectives or performance goals and assess progress toward their achievement. * Coordinate and integrate the work activities and resources of several organizational segments or of several different projects.* Analyze organizational and operations problems and develop timely and economical solutions.* Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

Specialized Experience: is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. Specialized experience is defined as, work concerned with the prevention, diagnosis, and treatment of diseases, injuries and deformities of the teeth, the jaws, organs of the mouth, and other structures and connective tissues associated with the oral cavity. Experience must be progressive and responsible, demonstrating good knowledge of current principles, practice, methods and techniques in the field of medicine. The types of experience that will be credited are shown under the Statement of Duties and Responsibilities. Experience may not be substituted for training essential for performing specialized duties.. Applicants must clearly demonstrate in their application that they possess strong qualifications/experience required of this position. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are show under "Brief statement of Duties" above. The 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.

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

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

EVALUATION METHOD: Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA=s either on their applications/resumes or as a separate attachment. The information provided will be used to determine the **Best Qualified** candidates.

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.

Applicants must address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper

Applicants **must** address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper

1. Knowledge of the full range of dental principles, concepts, practices, procedures, and theories in order to provide and to oversee the provision of comprehensive care
2. Knowledge of public health principles and issues, health care systems and community based resources in order to work cooperatively with the community leaders to provide quality preventive dental health care to the population
3. Knowledge of Personnel Policy and Procedures in order to supervise subordinates and to provide adequate scheduling to cover the dental department daily.
4. Knowledge of dental infections control procedures such as sterilization procedures and use of personal protective equipment.

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.

WHO MAY APPLY:

Merit Promotion Candidates (MP): Applications will be accepted from status eligibles (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service.

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 applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

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

Veterans' Preference: Veterans who are preference eligible and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference

must submit [Form SF-15, Application for 10-point Veterans Preference](#). For more information on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#) found in website WWW.OPM.GOV.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

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 the Indian Health Manual, Part 7, Chapter 3, **and must submit all other documents specified in this announcement including KSAs, transcripts, registration, etc.**

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. **Well qualified** is defined as displaced Federal employees who meet all education and experience requirements, applicable selective factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP:** <http://career.psc.gov/chpublic/ctap.html> and for **ICTAP:** <http://career.psc.gov/chpublic/ictap.html>

Reasonable Accommodation for Disabled Applicants: 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 Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

TTY NUMBER IS 301.443.6394

HOW TO APPLY

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. **A written response to each KSA.** In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the evaluation and ranking processing.
 - **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

REQUIRED DOCUMENTS (if applicable)

3. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
4. Current civil service employees and reinstatement eligible applicants **must submit a copy of your most recent SF-50** (Notification of Personnel Action).
5. Indian Preference applicants - to obtain preference, applicants must provide a **completed copy of Form BIA-4432**. Applicants who wish to receive Indian Preference **MUST** submit the Form BIA-4432, *Verification of*

Indian Preference for Employment in BIA and IHS Only. Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.

6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript [OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of transcript).
8. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf. The form is used for statistical purposes only and will not be forwarded to the selecting officials.

HOW TO SUBMIT YOUR APPLICATION

1) You may submit your application by U.S. Mail or other commercial carrier.

Applications may be mailed to the following address:

Bemidji Area Indian Health Service
Human Resources Office
522 Minnesota Ave.
Bemidji, MN 56601

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

2) You may submit your application in person.

If you wish to submit an application in person, please bring your application to:

Bemidji Area Indian Health Service
Human Resources Office
522 Minnesota Ave.
Bemidji, MN 56601

3) You may submit your application by email.

If you wish to submit your application by email, you may send it to the following email address:

BEMHR@ihs.gov

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS, <http://www.usajobs.gov>** or **IHS Website, www.ihs.gov**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

Faxed applications will not be accepted.

All applications along with all supporting documents must be submitted by close of business 5:00 pm Central Standard Time (CST) on the closing date of this vacancy announcement. We encourage early

submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date.

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact Bemidji Human Resources at (218) 444-0473 or 0487.
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, “Declaration for Federal Employment”** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. 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.
- **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER