



FAX



United States Department of Health & Human Services
Indian Health Service
Western Regional Human Resource Program
Portland Area Indian Health Service
1220 SW Third Avenue, Suite 476
Portland, Oregon 97204

Telephone: (503) 326-2625
Fax: (503) 326-5787

To:	Joe Finkbonner, Director	From:	Margaret Witt, HR Specialist
Fax:	503-228-8182	Fax:	503-326-5787
Phone:	503-228-4185	Phone:	503-326-2625

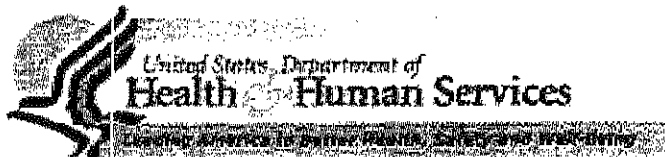
Date: 3/21/2008
Subject: JOB POSTING at the Portland Area Office

Attention: Tribal Health Director

Please take note and advise others in your office that we are currently recruiting for the following job: Area Executive Officer, GS-14. The Job Announcement is posted at the following web sites: www.ihs.gov with a link to www.usajobs@opm.gov

The job announcement closes: APRIL 9, 2008. Anyone interested in applying must do so by an ON-LINE application process.

USAJOBS

**Department: Department Of Health And Human Services****Agency: Indian Health Service****Sub Agency: Department of Health and Human Services - IHS****Job Announcement Number:
HHS-IHS-WR-2008-0127** **CLOSE** **PRINT****Overview****Area Executive Officer MPP-ESEP****Salary Range:** 113,247.00 - 147,225.00 USD
per year**Open Period:** Wednesday, March 19, 2008
to Wednesday, April 09, 2008**Series & Grade:** GS-0670-15/15**Position Information:** Full Time Permanent**Promotion Potential:** 15**Duty Locations:** 1 vacancy - Portland, OR**Who May Be Considered:**

Excepted Service Examining Plan Candidates (ESEP)

Merit Promotion Plan Candidates (MPP)

Veteran's Preference Candidates

Commissioned Officers

Which hiring plan should I select?

AREA OF CONSIDERATION: Nation-Wide

Job Summary:

USAJOBS

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help make our world healthier, safer and better for all Americans.

The Indian Health Service (IHS), an agency within the Department of Health and Human Services, is responsible for providing federal health services to American Indians and Alaska Natives. The IHS provides a comprehensive health services delivery system for American Indians and Alaska Natives with opportunity for maximum tribal involvement in developing and managing programs to meet their health needs.

The Portland Area Indian Health Service (PAIHS) is responsible for providing health care for American Indian/Alaska Natives in Oregon, Washington, and Idaho. There are forty-three (43) Federally recognized, 3 urban Indian clinics, and two Youth Residential Treatment programs in the Area. Approximately 60% of the Area's recurring budget is compacted or contracted by Tribes. There are six Federally-operated health facilities in the Area. The Area Office is located in Portland, Oregon and has approximately 85 FTE employees. In addition, there are Office of Environmental Health and Engineering District Offices in Spokane, Portland, and Seattle.

This position functions as the Area Executive Officer and Director, Office of Administration and Management, Portland Area Indian Health Service (PAIHS) and to perform managerial duties related to the PAIHS including planning, coordination, supervision, direction, an evaluation of administrative management aspects of the PAIHS.

ORGANIZATIONAL LOCATION:

Department of Health and Human Services (HHS), Indian Health Service (IHS), Portland Area Office, Portland, Oregon

POSITION DETAILS:

*Merit Promotion Position:*Yes

*Travel Required:*Yes

*Supervisory/Managerial Position:*Yes

*Relocation Expenses Paid:*Travel will be paid.

*Is position covered by PL 101-630?*No.

Is drug testing required? No

*Is government housing available?*No

In order to be considered for this position, you must follow the instructions listed on the "How to Apply" tab. This vacancy requires that you submit responses to a questionnaire. If you do not submit this information by the closing date of the announcement, you will not be considered. Please check "How to

USAJOBS

Apply" before clicking "Apply Online" below.

The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law 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 the Indian Health Manual Part 7, Chapter 3. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Key Requirements:

- Must be a U.S. Citizen
- Position subject to Level V or Level VI Background/Security clearance.

Duties**Major Duties:****What Are The Major Duties?**

The purpose of this position is to function as the Area Executive Officer and Director, Office of Administration and Management, Portland Area Indian Health Service (PAIHS) and to perform managerial duties related to the PAIHS including planning, coordination, supervision, direction, an evaluation of administrative management aspects of the PAIHS. He/she has responsibility for directing the administration and management of the Division of Acquisitions (DOA), the Division of Financial Management (DFM), the Office of Property and Supply, and other divisions that may be assigned through future reorganization. The incumbent supervises the Directors of DOA and DFM, Property and Supply who are directly responsible for the management and operations of their respective Offices and works closely with the Western Region Human Resources Director to ensure that human resource needs of the PAIHS are identified and communicated, and that adequate staffing is in place to address those needs.

The position ensures that financial systems are in place to implement the methodology that tracks Area tribal shares distribution. Prepares executive level reports for Federal and tribal distribution, and plans for and prepares annual Area wide budgets, and accurate, regular, and timely financial reports and analysis. Assists the Area Director, PAIHS, in the support of Indian Self-Determination activities, and when requested, represents the Area Director in meetings with tribes and tribal organizations and plays a lead role to achieve annual tribal budget consultation requirements. The position has primary responsibility for the Area Internal Control/Management Control program and is responsible for ensuring exceptional customer service to all clients of the PAIHS, including tribes, service units, vendors, other internal

USAJOBS

organizational components, and outside organizations.

Qualifications and Evaluation

Qualifications:

How Do I qualify for this Position?

All applicants must meet the qualification requirements of this position by the closing date of the job announcement.

Specialized Experience: To be creditable at the GS-15 grade, the candidate must possess one (1) year of specialized experience that is in the same or similar work equivalent to the next lower level (GS-14) within the Federal system, or at the level that clearly demonstrates the candidate's application of the knowledge, skills, and abilities as described within this announcement.

Specialized experience is defined as progressively responsible analytical or administrative, or clinical management or supervisory experience in the health care field. This work may have been performed in an operating health care facility or a higher organizational echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical, or other service activities, and provided knowledge of the following:

Missions, organizations, programs, and requirements of health care delivery systems; Regulations and standards of various regulatory and credentialing groups; and Government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement. Applicants must also possess: Management ability to delegate authority, evaluate and oversee people and programs, recognize and adapt to changing priorities; and Knowledge of the interrelationships and interdependencies among various medical and administrative services and programs.

PHS COMMISSIONED CORPS CANDIDATES Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service. Commissioned Officer applicants who wish to receive Indian preference, will be evaluated by the Human Resources Office using the same criteria as those stated in the announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. It is up to the Officer to submit sufficient information, as stated in the vacancy announcement, to permit the HR office to determine whether he or she meets the necessary qualification requirements, including any selective placement factors.

Your education and work experience may be combined to meet the qualification requirements of this position.

Undergraduate and Graduate Education with major study--hospital

USAJOBS

administration, public health administration, or related fields such as business or public administration with course work in health care administration.

You must meet the requirements of the position by the closing date of the job announcement and provide the required documents no later than 12:00 midnight on the closing date of the job announcement to be considered for this position.

How You Will Be Evaluated:

The HHS Careers system simplifies the Federal application process by replacing the former KSA job-element statements with on-line self-assessment questions. Your resume and responses to the self-assessment questions are an integral part of the process for determining your basic and specialized qualifications for the position.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veterans' 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.

Therefore, it is important to support your responses to the vacancy questions by providing examples of past and present experience when requested.

Additional details on the application process can be found on the How to Apply tab.

To preview questions please [click here](#).

Benefits and Other Information**Benefits:**

The federal government offers a number of exceptional benefits.

[displays major benefits offered to most federal employees.](#)

Other Information:

USAJOBS

Veterans InformationDisplaced Federal employees ICTAP criteria.CTAP Information

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

Male applicants born after December 31, 1959 must be registered with the Selective Service.

Additional selections of candidates may be possible within 90 days from the date the certificate of eligibles was issued for this announcement, for filling additional or similar positions. However if there are no qualified Indian Preference candidates on the Certificate the vacancy must be reannounced.

Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), qualification requirements, licensure requirements, performance requirements, citizenship and suitability requirements, and any other eligibility requirements within 30 days of the closing date of the vacancy announcement.

How to Apply**How To Apply:**

You must begin the application process online at USAJOBS. Submitting your USAJOBS resume and responses to the vacancy questions online is mandatory to be considered for this vacancy announcement.

First, carefully read this entire vacancy announcement. While reading the announcement take note of any qualifications, rating factors, job-related questions or specific duties that are listed.

Next, login to MYUSAJOBS and edit your existing resume or create a new resume to highlight the skills and experience you have that relate to **THIS SPECIFIC VACANCY**.

Once you've crafted a vacancy-specific resume, return to the announcement and select "Apply Online." Select your vacancy-specific resume and submit it for consideration by clicking "Apply to this position now!" This will then take you to the IHS HHS Careers system to answer the core questions and job specific questions.

Once you have completed the online questionnaire, you may return to USAJOBS. However, your application may not be complete. **Make sure you submit any supporting documentation (see below) before midnight Eastern Time on the closing date..**

PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps must apply online to this announcement.

Application Instructions For PHS Commissioned Corps Candidates

USAJOBS

REASONABLE ACCOMMODATION:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact MARGARET WITT, 503-326-2625. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Required Documents:

You must provide the required information during the online application process and fax all supporting documents to the fax number listed; if any of the following are missing when the announcement closes we will deem your application incomplete:

1. Resume complete in USAJOBS
2. Responses to Core Questions
3. Responses to Vacancy specific questions
4. Applicable Supporting Documentation

SUPPORTING DOCUMENTATION:

Supporting documentation requested to complete the application process

1. Resume - to be entered during online application process.
2. If claiming Indian Preference, you must submit the BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, include a 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 former Federal employee, and/or if requesting Reinstatement Eligibility.
5. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
6. Declaration for Federal Employment

SUPPORTING DOCUMENTATION FOR PHS COMMISSIONED CORP CANDIDATE/OFFICER

- Resume - to be entered during online application process.
- If claiming Indian Preference, you must submit the BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS".
- Declaration for Federal Employment

USAJOBS

Contact Information:

Margaret Witt
Phone: 503-326-2625
Fax: 503326-5787
TDD: 301-443-6394
Email: margaret.witt@ihs.gov

Or write:
Department of Health and Human Services - IHS
1220 SW 3RD AVE
PORTLAND, OR 97204
Fax: 503326-5787

What To Expect Next:

Once the job announcement closes, we will evaluate applications to determine qualifications and ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration. You will be notified of the outcome by e-mail.

You can check the status of your application by selecting the [My USAJobstab](#).

Never miss a job opportunity again! As a registered user of USAJOBS, you can create up to five Job Search Agents. These agents automatically retrieve jobs matching your criteria and email the results to you at a time period you select. [target=newwin>Click here](#) and select *My Job Search Agents* for more information.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

USAJOBS

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

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.

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 will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - 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 subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

 CLOSE PRINT

USAJOBS

**Send Mail****Send Mail to:**

Department of Health and Human Services - IHS
1220 SW 3RD AVE
PORTLAND, OR 97204
Fax: 503326-5787

**Questions?****For questions about this job:**

Margaret Witt
Phone: 503-326-2625
Fax: 503326-5787
TDD: 301-443-6394
Email: margaret.witt@ihs.gov

USAJOBS Control Number: 1168413