



Department of Health and Human Services  
Announces a Senior Executive Service Vacancy



SELECTEE, IF NOT PRESENTLY SES, MUST SERVE  
A ONE-YEAR PROBATIONARY PERIOD

---

**INDIAN HEALTH SERVICE**

Position Subject to Indian Preference Law  
Preference will be given to Qualified Indian Candidates

---

**PREVIOUS APPLICANTS DO NOT HAVE TO REAPPLY**

**ANNOUNCEMENT NO:** IHS-11-010R

**NOTE:** IN ORDER TO BE CONSIDERED YOU **MUST** ATTACH SEPARATE DOCUMENTS CONTAINING YOUR WRITTEN RESPONSES TO THE MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs) AND THE MANDATORY TECHNICAL QUALIFICATIONS WHICH ARE IDENTIFIED LATER IN THIS ANNOUNCEMENT. YOU **MUST** ALSO INCLUDE/ATTACH YOUR MOST RECENT PERFORMANCE APPRAISAL SIGNED BY YOUR SUPERVISOR. IF YOU ARE CLAIMING INDIAN PREFERENCE YOU **MUST** ALSO SUBMIT A BUREAU OF INDIAN AFFAIRS (BIA) FORM 4432 (EXPIRES AUGUST 31, 2011), VERIFICATION OF INDIAN PREFERENCE FOR EMPLOYMENT SIGNED BY THE PROPER BIA OFFICIAL OR TRIBAL OFFICIAL CERTIFYING THAT YOU MEET THE DEFINITION OF INDIAN. IF YOU DO NOT SUBMIT ALL OF THE DOCUMENTS INDICATED HERE, YOU WILL NOT BE CONSIDERED FOR THIS VACANCY.

IF YOU ARE SUBMITTING YOUR APPLICATION VIA FEDERAL EXPRESS/OVERNIGHT DELIVERY, PLEASE ALLOW AT LEAST THREE DAYS PRIOR TO THE CLOSING DATE OF THE ANNOUNCEMENT DUE TO SCREENING OF ALL MAIL PRIOR TO DELIVERY.

**POSITION:** Director, Office of Direct Service and Contracting Tribes ES-340

**SALARY RANGE:** \$119,554 - \$179,700

**ORGANIZATION:** Department of Health and Human Services,  
Indian Health Service

**OPENING DATE:** April 6, 2011

**CLOSING DATE:** May 5, 2011  
(All applications **must** be received **BY**  
5 p.m. ET on the closing date)

**LOCATION:** Rockville, Maryland

**AREA OF CONSIDERATION:** Applications will be accepted from all qualified persons.

**This position is a Public Trust, Level VI position**, therefore the selectee will be subject to a full-field background investigation and security clearance before being appointed to the position and will be required to complete a Public Financial Disclosure Report, Standard Form 278.

**COMPENSATION AND BENEFITS:** This position is a Public Trust, Level VI position. You will be covered by a defined benefit, contributory Federal retirement system. You may participate in a retirement savings investment plan that offers before tax savings and tax deferred investment earnings. You may select one of a variety of health plans and options under the Government's Federal Employees' Health Benefits program, and you may participate in the Federal Employees' Group Life and Long Term Care Insurance plans and Flexible Spending Account program. You will earn 26 vacation leave days per year. You will also earn 13 days of sick leave per year. In addition, the Government observes 10 regular paid holidays each year.

### **DUTIES AND RESPONSIBILITIES**

The incumbent serves as the Director, Office of Direct Service and Contracting Tribes (ODSCT). The Director of ODSCT is one of two principal liaisons with the more than 550 Federally recognized tribes in the United States. Members of Indian tribes live primarily on reservations and in rural communities in 37 states. The IHS annually expends over \$4 billion to provide health services and public health activities in Indian communities. The IHS currently administers contracts and Annual Funding agreements with 236 tribes or tribal organizations. The incumbent provides IHS-wide leadership, guidance and support for Direct Service and Contracting Tribal activities including strategic planning, evaluation, and ensures maximum flexibility to Tribal health and related support systems for Indian beneficiaries. Serves as a principal advisor to the Director on the development of tribal health and related support systems for Indian beneficiaries and is the Agency expert on contract support costs. Serves as the focal point for consultation and participation by Indian tribes and organizations in the development of IHS policy. Responsible for the overall management and direction of IHS Headquarters Office of Direct Service and Contracting Tribes staff. Has primary responsibility for directing a national program and providing leadership and advocacy in the development of health policy, program management, budget formulation and resource allocation and consultation and delegation support for Title I Indian Self-Determination and Education Assistance Act (ISDEAA) contracting and direct service tribes. Manages a program designed to meet the IHS and the Department's responsibility to ensure that Tribal governments are afforded all opportunities feasible for involvement in managing programs administered by IHS and the Department which benefit them and their members. Prepares regularly scheduled progress reports and special reports to Congress as required by statute, committee requests, and instructions; maintains frequent contact with leaders of Tribal governments, Department Agencies and the Department of Interior for formal briefings and to exchange information. Performs other duties as assigned

### **QUALIFICATION REQUIREMENTS:**

Applicants must provide evidence that they possess substantive experience which has provided knowledge of the principles of organization, management, and administration as well as specialized (managerial/liason/legislative/communication) experience in health services work directly related to this position.

Unless currently serving under a career Senior Executive Service appointment, eligible for reinstatement into the Senior Executive Service, or successfully completed a Senior Executive Service Candidate Development Program approved by the Office of Personnel Management (OPM), all applicants must submit a narrative statement covering each of the Executive Core Qualifications (ECQs) listed below.

In addition, applicants must address all Mandatory Technical Qualifications. Examples should be clear and concise, and emphasize the level of responsibilities, scope and complexity of programs managed, program accomplishments with results of actions taken, policy initiatives and level of contacts. Narratives should be limited to no more than two pages in response to each ECQ and Mandatory Technical qualifications. **Additional information on the ECQs is available at [www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html).**

**MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs):**

The Office of Personnel Management considers the five ECQs described below as necessary for successful performance in any Senior Executive Service position. The basic definition for each ECQ is supplemented with key characteristics that indicate possession of the ECQ. Applications must meet the five mandatory ECQs to be eligible for initial consideration. Please provide a written response providing at least two examples of your experience with each of the following and do not exceed two pages for each ECQ:

**1. LEADING CHANGE**

Encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to this is the ability to balance change and continuity; to continually strive to improve customer service and program performance within the basic Government framework; to create a work environment that encourages creative thinking; and to maintain focus, intensity and persistence, even under adversity.

**2. LEADING PEOPLE**

Involves the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

**3. RESULTS DRIVEN**

This ECQ stresses accountability and continuous improvement. This includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

**4. BUSINESS ACUMEN**

Involves the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.

**5. BUILDING COALITIONS/COMMUNICATION**

Involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

**Applicants who meet the ECQ's described above will be further evaluated against the Mandatory Technical Qualifications described below. Applicants must meet the mandatory technical qualifications requirements to be eligible for further consideration.**

**MANDATORY TECHNICAL QUALIFICATIONS**

Candidates must possess a record of progressive experience that includes: substantial knowledge of Indian health policy related issues, the Indian Self-Determination Act, regulations and polices; and demonstrated experience which evidences the applicant's ability to work with Tribal governments and Tribal organizations in planning, directing and evaluating comprehensive public health programs. This experience must clearly demonstrate progressive ability to effectively manage complex interdisciplinary health programs and health care polices of American Indians and Alaska Natives.

**PLEASE PROVIDE WRITTEN RESPONSES TO THE FOLLOWING:**

(1) Demonstrated substantial knowledge of the Indian Health Care Improvement Act and the Indian Self-Determination Act, as well as Federal Health Care Delivery Systems including the IHS System, regulations and policy, and knowledge of HHS and IHS policies and procedures including Contract Support Costs program management.

(2) Demonstrated experience providing expert analysis and advice regarding the impact of proposed legislation and the development of briefing materials or testimony for Congressional hearings.

(3) Demonstrated experience evaluating policy options, forecasting costs, benefits and long-term results.

(4) Demonstrated experience and ability in formulating, implementing and evaluating high-impact policies, programs and projects and advising the senior executive of a large organization on options for resolving problems caused by existing or proposed policies.

(5) Demonstrated experience and working knowledge of disseminating information to customers and the general public, including Tribal governments, Tribal organizations, National Indian Health Board and Indian community organizations.

### **Evaluation Method**

All applicants must meet all of the mandatory qualification requirements to be eligible for further consideration. Applicants are asked to provide detailed write-up of each of the above described experience, knowledge, skill, and/or ability, as well as other personal characteristics, requirements, and must articulate how and when they were utilized including clear, concise examples of their level of accomplishment and degree of responsibility. Qualification determinations will be based on the information supplied. Current or most recent Performance Appraisal must also be provided. Suitability information will be developed through references, interviews, etc. Candidates are to provide the names and current addresses of first and second line supervisors or other responsible officials who have knowledge of candidate's background.

### **How to Apply**

Applicants must submit all of the following:

(1) Optional Application for Federal Employment (OF-612), Resumes, or any other form containing personal qualifications. (Form OF-612 is available at all Federal Job Information Centers and Federal Personnel Offices);

(2) A recent performance appraisal including evaluation of quality of work and managerial ability;

(3) Written responses on a separate document relative to the "Executive Core Qualifications" and "Mandatory Technical Qualifications" providing information and examples of experience, education, accomplishments, and/or potential relating to each of the areas described in this announcement; and

(4) A signed statement which says: "I authorize any and all persons directly and/or indirectly involved in the selection process to review my application."

The items above must be submitted by the closing date and by no later than 5:00 p.m. EST. The items are to be submitted to:

Division of Human Resources  
Indian Health Service  
801 Thompson Avenue  
Reyes Building Suite 120  
Rockville, Maryland 20852  
Telephone Number: (301) 443-6520

Indian preference candidates must also submit a Bureau of Indian Affairs (BIA), BIA Form 4432), Verification of Indian Preference for Employment in Bureau of Indian Affairs and Indian Health

Service, and signed by the proper BIA official or Tribal official certifying that the applicant meets the Secretary of Interior's definition of Indian. Application of BIA certification for Indian Preference is made to the BIA Superintendent of the individual's home agency. The BIA certification MUST be submitted with and as a part of the employment application.

PHS Commissioned Officers interested in performing the duties of the position within the Commissioned Corps may submit a resume and respond to the "Executive Core Qualifications" and "Mandatory Technical Qualifications" providing information regarding experience, education, accomplishments, and/or potential.

**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 accommodations will be on a case-by-case basis.

Veteran's Preference does not apply to the Senior Executive Service (SES).

All application forms are subject to the provisions of the privacy act and become the property of the IHS. Requests for copies will not be honored.

Equal Employment Opportunity is an inherent and integral part of all federal programs and "Indian preference" is an inherent part of the IHS. The IHS is committed to affording 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 on Indian preference as outlined in the Indian Health Manual, Part 7, Chapter 3. Therefore, absolute preference for employment and/or promotional opportunity in the IHS will be given to qualified American Indian and Alaska Native candidates.

**DHHS AND IHS ARE EQUAL OPPORTUNITY EMPLOYERS**