



**Job Title:** Director, Office of Direct Service and Contracting Tribes  
**Department:** Department Of Health And Human Services  
**Agency:** Indian Health Service  
**Job Announcement Number:** IHS-12-HQ-755736-SES

**SALARY RANGE:** \$119,554.00 to \$179,700.00 / Per Year  
**OPEN PERIOD:** Thursday, September 27, 2012 to Monday, October 29, 2012  
**SERIES & GRADE:** ES-0340-00  
**POSITION INFORMATION:** Full Time - Permanent  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
 Rockville, MD United States  
**WHO MAY BE CONSIDERED:** All groups of Qualified Individuals and any Qualified Indian Preference Candidate(s)  
**JOB SUMMARY:**

Become a part of the Department that touches the lives of every American! At HHS 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 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.

#### **Department of Health and Human Services**

Announces a Senior Executive Service Vacancy

#### **SELECTEE, IF NOT PRESENTLY SES, MUST SERVE**

#### **A ONE-YEAR PROBATIONARY PERIOD**

**ORGANIZATIONAL LOCATION:** Department of Health and Human Services (HHS), Indian Health Service (IHS), Office of Direct Service & Contracting Tribes, Rockville, Maryland.

**POSITION DETAILS:** Permanent

*Salary range: \$119,554.00 Ending Salary \$179,700.00*

**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.

#### **Who may apply section**

All Groups of Qualified Individuals

Position Subject to Indian Preference Law

Preference will be given to Qualified Indian Candidates

Applications will be accepted from all qualified persons.

Excepted Service Examining Plan Candidates (ESEP)  
 Merit Promotion Plan Candidates (MPP)  
 Commissioned Corps Candidates

- visit [jobs@ihs.gov](mailto:jobs@ihs.gov) for more information on Who May Apply

## KEY REQUIREMENTS

- Position subject to background investigation.
- As part of the pre-employment process, fingerprint checks are required.
- If applicable-Selective Service registration (Males born after 12/31/59)

## DUTIES:

### **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.

## QUALIFICATIONS REQUIRED:

### **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/liaison/legislative/communication) experience in the health services work directly related to this position.

To qualify, candidates must have had senior level experience (GS-14/15 or equivalent) that meets all of the following mandatory Executive Core Qualifications

(ECQs) and Mandatory Technical Qualifications. The experience must have been at a sufficiently high level of difficulty to clearly show that the applicant possesses the knowledge, skills and abilities to perform the duties of 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 ECQs listed below. Additional information on the ECQs is available at [http://www.opm.gov/ses/references/GuidetoSESQuals\\_2010.pdf](http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf)

In addition, **applicants must submit a written narrative statement** that addresses 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 each 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) .

You must meet the requirements of the job by this date: Monday, October 29, 2012

As per the IHS Excepted Service Hiring Plan: Current employees and eligible applicants are considered under merit promotion only, unless they provide an appropriate Standard Form (SF)-50, "Notification of Personnel Action," and indicate under which plan they are applying. Please indicate on your resume and during the online assessment process which hiring plan you want to be considered under: Merit Promotion and/or the IHS Excepted Service Hiring Plan. See [jobs@ihs.gov](mailto:jobs@ihs.gov) for more details.

### **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 policies; 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 policies of American Indians and Alaska Natives.

### **HOW YOU WILL BE EVALUATED:**

#### **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 the Indian Health Service Federal Health Care Delivery Systems (federal, tribal and urban).

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

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

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

(5) Demonstrated progressive experience in effectively managing a comprehensive and complex interdisciplinary health program target to serve American Indians and Alaska Natives.

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#### **BENEFITS:**

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at <https://my.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc>.

#### **OTHER INFORMATION:**

If you are claiming CTAP/ICTAP: <http://www.opm.gov/ctap/index.asp>

**IHS - Operated Properties are tobacco free**

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#### **HOW TO APPLY:**

**To apply for this position, you must provide a complete Application Package, which includes the following parts:**

1. Assessment Questionnaire
2. Résumé
3. Required Documents (Specified in the Required Documents section of this job announcement. An applicant may not be considered if proper documentation is not received.)
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."

**Option A: Online application process:** <https://applicationmanager.gov/>

**Option B:** If it is not possible for you to use Application Manager (you have a disability or do not have access to the internet), you can write your answers on paper. Follow these steps:

1. [View Occupational Questionnaire](#)
2. [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) or by calling USAJOBS by Phone at (703) 724-1850; after the introduction, press 1, and listen for instructions.

3. <http://staffing.opm.gov/pdf/usascover.pdf> Fax number is 1-478-757-3144.

If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office, Michelle Aguilar Bowser, Phone Number 301-443-6520, [Michelle.bowser@ihs.gov](mailto:Michelle.bowser@ihs.gov)

"The decision on granting reasonable accommodation will be on a case-by-case basis."

## REQUIRED DOCUMENTS:

You must provide the required documents listed below during the online application process either through the document upload process or fax using instructions outlined in Section B above. If any of the following are missing when the announcement closes we will deem your application incomplete:

The following information must be received by 11:59pm EST on the closing date of the announcement Monday, October 29, 2012

### Evaluation Method

**All applicants must meet all of the mandatory Executive Core Qualification requirements, and also all of the mandatory Technical Qualification requirements to be eligible for further consideration** . Additionally, applicants may provide a description of other personal characteristics and related experience in meeting the above requirements, and must articulate how and when they were gained, including clear, concise examples of their level of accomplishment and degree of responsibility. Basic qualification determinations will be based on the written information supplied. The most recent Performance Appraisal will be reviewed. Suitability determination will be made 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 the candidate's background.

- **Resume** -You are encouraged to use the [USAJobs online resume builder](#) to ensure that all required information is in your resume. If you use your own résumé, curriculum vitae, or any other written form you choose then you must describe your job-related qualifications that include beginning and ending dates for paid and non-paid work experience, hours worked per week, month and year of employment for each job title listed.
- **Indian Preference applicants** If claiming Indian preference for the first time, or if you have no previous documentation of preference, applicants must provide a completed copy of the current Form BIA -4432 "Verification of Indian Preference for Employment in the BIA and IHS Only." The current form August 2011, does not need to be used if an older Form BIA-4432 is submitted with a signature that predates the expiration date on the form. Indian preference **will not** be given unless a properly signed and dated form is submitted with your application, including any verification by an authorized Tribal Representative or BIA official of tribal enrollment records, documentation of lineal descent, state or academic records that document you possess one-half degree Indian blood from a tribe indigenous to the United States, as well as official records that establish your degree of Indian blood, such as census records. You must also complete the family history chart if necessary. **(See the form for detailed instructions for the completion of the BIA form 4432. Please contact your tribal enrollment officer or your local BIA Office for your most current form.)**
- **Qualifications** -- SEE Qualifications section.
- **Transcripts** - Transcripts must be provided if substituting education for experience and/or if education is required for this position. Unofficial transcripts are acceptable but official transcripts will be required before entrance on duty.
- Response to Assessment Questionnaire.

Applicants may submit optional documents and place these under the Miscellaneous document type. Documents could include performance reviews, copies of job-related certifications, cover

letter, letters of recommendation, SF-50. Suggest documents submitted are job-related and current.

**AGENCY CONTACT INFO:**

*Michelle Aguilar Bowser*

*Phone: (301)443-0847*

*TDD: (301)443-6394*

*Email: MICHELLE.BOWSERAGUILAR@I  
HS.GOV*

*Agency Information:*

*Indian Health Service HR Center*

*HR*

*12300 Twinbrook Parkway Ste  
230*

*Rockville, MD  
20852*

**WHAT TO EXPECT NEXT:**

You may check your status online at USAJOBS. We will notify you when the recruitment process is completed, or sooner if you are selected for an interview. Please make sure your contact information on your application is current.

**Control Number: 327565900**

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