



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Indian Health Service

Fort Yuma Health Center
401 E. Picacho Road
Winterhaven, CA

Now Hiring Indian Health Service

Human Resources Assistant (GS 6-8)

Phoenix Area Office/Office of Human Resources

Full-Time Position

Pay Range: \$44,117 to \$82,069 per year

Duty Station Multiple Locations: Winterhaven, CA; Phoenix, AZ; Polacca, AZ

Open: 04/11/2024 thru 04/24/2024

(Attached USA Job Announcement)

Summary:

This Human Resources Assistant position is a full-time position at multiple locations and supports the Southwest Region, Office of Human Resources team. This position provides technical and administrative Human Resources (HR) related support for the Southwest Region HR team with a variety of HR related functions. These positions are eligible for part-time telework which require onsite days to the assigned service unit. This position reports to the Supervisory HR Specialist.

Duties:

- Assists with technical and administrative work in support of recruitment and placement programs including merit promotion and delegated examining functions.
- Reviewing personnel requests, determining area of consideration, developing and issuing vacancy announcements; screening applications to determine completeness and basic eligibility; preparing certificates of qualified candidates; generating receipt acknowledgements and final action responses; performing qualifications analysis and rating on lower-grade positions as assigned; conducting and/or assisting in the conduct of rating panels; coding and processing personnel actions; preparing pre-appointment packages; in-processing employees; and providing a variety of general information regarding recruitment program functions, processes, and procedures.
- Providing technical and administrative support for a human resources office involving the application of personnel management principles, concepts, practices in two or more of the Human Resources functions including recruitment and placement and employee benefits program.
- **Cont. – USA Job Announcement**

MINIMUM QUALIFICATIONS, GS-0203-6/7/8:

GS-6: Your resume must demonstrate at least one (1) year of specialized experience equivalent to at least the next lower grade level in the Federal service obtained in either the private or public sector performing the following type of work and/or tasks. This experience is related to the work of the position and equivalent to at least the GS-05 level in the Federal service as described in the vacancy announcement. Examples include: **Coding and processing a variety of general human resources topics such as benefits, pay, leave, personnel records, and application for employment; and using personnel automation systems to input, update, or retrieve information.**

GS-7: Your resume must demonstrate at least one (1) year of specialized experience equivalent to at least the next lower grade level in the Federal service obtained in either the private or public sector performing the following type of work and/or tasks. This experience is related to the work of the position and equivalent to at least the GS-06 grade level in the federal service as described in the vacancy announcement. Examples include: **Providing technical and administrative support for a human resources office involving the application of personnel management principles, concepts, practices in two or more of the Human Resources functions including recruitment and placement, pay administration, personnel security and employee benefits program.**

GS-8: Your resume must demonstrate at least one (1) year of specialized experience equivalent to at least the next lower grade level in the Federal service obtained in either the private or public sector performing the following type of work and/or tasks. This experience is related to the work of the position and equivalent to at least the GS-07 grade level in the federal service as described in the vacancy announcement. Examples include: **Independently resolving payroll issues and processing the full range of personnel actions; possess experience utilizing an automated recruitment and staffing system (i.e. USA Staffing) to post vacancies, review applicant qualifications, refer qualified applicants, and send out notification of results; responding to management and applicant inquiries regarding recruitment issues; providing technical assistance to higher level staffing specialists in a variety of recruitment and placement and/or classification activities.**

How to Apply:

To apply for this position on USAJOBS, you must provide a complete Application Package. See required documents below.

1. Click 'Apply' to create an account or log in to your existing USAJOBS account.
2. To find announcement, type in 'Keywords': **786382000**
3. Follow the prompts to upload your resume and/or supporting documents.
4. Read all Eligibility questions and respond accordingly.
5. Complete the assessment questions.
6. Verify all required documentation is included in your application package.

Required Documents:

- **Resume:** You are highly encouraged to use USAJOBS Resume Builder to ensure all required information is included in your Resume. If you use your own resume, curriculum vitae, or any other written form you choose then you must describe your job-related qualifications that includes 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, annual salary, and description of job duties. Include name and address of employer; supervisor name and telephone number.
- **Indian Preference Applicants:** If claiming Indian preference, applicants must provide a completed copy of the Form BIA-4432, "Verification of Indian Preference for Employment in the BIA and IHS Only." 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. For detailed instructions, see form BIA-4432. Refer to BIA-4432 link: https://www.bia.gov/sites/default/files/dup/assets/public/raca/online_forms/pdf/1076-0160_indian-pref_expires-10.31.24_508_0.pdf. When an Indian Preference candidate possesses Veterans preference the rules regarding Veterans preference apply under ESEP and the applicant must provide documentation in order to receive preference.
- **Veterans Preference:** If claiming Veteran's Preference provide a copy of your DD214 Form (Member 4 copy). To claim 10-Point Veterans Preference, submit a SF-15 Application (http://www.opm.gov/forms/pdf_fill/SF15.pdf) along with the appropriate supporting documentation. For additional information regarding Veterans Preference visit: <http://www.fedshirevets.gov>.
- **Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP):** If you are claiming CTAP/ICTAP, follow the instructions below: http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap_guideline.pdf.
- **Current or former Federal employee:** Include your most recent SF-50 or if Reinstatement eligible include your Career SF-50.
- **Noncompetitive eligibles:** Submit additional documents to prove your eligibility to apply to this vacancy.
- **Transcripts:** You are encouraged to submit copies of transcripts (official or unofficial) although not required at the time of application. You must list your courses including titles, credit hours completed, and grades. Official transcripts will be required after tentative selection and prior to issuing an official job offer.
- **Licensure, Certifications:** Applicants should list their license/certifications on their resume, along with the expiration date, if applicable. Certification of licensure/certification will be required after tentative selection and prior to issuing an official job offer.

~ ~ ~ Indian Health Service is an Equal Opportunity Employer ~ ~ ~

Contact Information:

Valerie SueSue Liufau, HR Specialist
(760) 572-4126
Valerie.SueSueLiufau@ihs.gov

Human Resources Assistant

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Indian Health Service

Phoenix Area Office | Office of Human Resources

Summary

This Human Resources Assistant position is a full-time position at multiple locations and supports the Southwest Region, Office of Human Resources team. This position provides technical and administrative Human Resources (HR) related support for the Southwest Region HR team with a variety of HR related functions. These positions are eligible for part-time telework which require onsite days to the assigned service unit. This position reports to the Supervisory HR Specialist.

Overview

Accepting applications

Open & closing dates

🕒 04/11/2024 to 04/24/2024

Salary

\$44,117 - \$82,069 per year

Salary is determined by official duty station location.

Pay scale & grade

GS 6 - 8

Locations

📍 Phoenix, AZ

📍 Polacca, AZ

📍 Winterhaven, CA

Remote job

No

Telework eligible

Yes—Yes - A workplace flexibility allowing an employee to work at an approved alternative worksite, within or outside the local commuting area of the agency worksite, with no expectation to report to the agency worksite on a regular and recurring basis.

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Permanent -

Work schedule

Full-time -

Service

Excepted

Promotion potential

8

Job family (Series)[0203 Human Resources Assistance](#)**Supervisory status**

No

Security clearance[Other](#)**Drug test**

No

Position sensitivity and risk[Moderate Risk \(MR\)](#)**Trust determination process**[Suitability/Fitness](#)

Announcement number

IHS-24-PX-12380284-ESEP/MP

Control number

786382000

This job is open to

**[Career transition \(CTAP, ICTAP, RPL\)](#)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.

**[Federal employees - Competitive service](#)**

Current or former competitive service federal employees.



Federal employees - Excepted service

Current excepted service federal employees.



Individuals with disabilities



Land & base management

Certain current or former term or temporary federal employees of a land or base management agency.



Native Americans

Native Americans or Alaskan Natives with a tribal affiliation.



Peace Corps & AmeriCorps Vista



Veterans

Clarification from the agency

The IHS is required by law to give absolute preference to qualified applicants 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. The IHS is an Equal Opportunity Employer.

Duties

- Assists with technical and administrative work in support of recruitment and placement programs including merit promotion and delegated examining functions.
- Reviewing personnel requests, determining area of consideration, developing and issuing vacancy announcements; screening applications to determine completeness and basic eligibility; preparing certificates of qualified candidates; generating receipt acknowledgements and final action responses; performing qualifications analysis and rating on lower-grade positions as assigned; conducting and/or assisting in the conduct of rating panels; coding and processing personnel actions; preparing pre-appointment packages; in- processing employees; and providing a variety of general information regarding recruitment program functions, processes, and procedures.
- Providing technical and administrative support for a human resources office involving the application of personnel management principles, concepts, practices in two or more of the Human Resources functions including recruitment and placement and employee benefits program.
- Provides technical and administrative support for clerical tasks for recruitment and onboarding /new employee orientation.
- Coding and processing a variety of general human resources topics such as benefits, pay, leave, personnel records, and application for employment; and using personnel automation systems to input, update, or retrieve information.
- Interview employees and/or managers to obtain background information regarding specific incidents; summarizing relevant facts for HR Specialists; informally resolving recurring issues by explaining basic HR policies.
- Research case law to identify precedents for current labor relations problem or search similar unfair labor practice complaints for potential problems in handling current cases.

Requirements

Conditions of Employment

Must pass pre-employment examination.

Selectee may be subject to a probationary period

ESEP appointees typically serve a two year probationary period

U.S. Citizenship is required

Selective Service Registration is required for males born after 12/31/1959

This is a designated position covered by Public Law 101-630, requiring contact or control over Indian children. Due to this requirement, the agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

Confidential Financial Disclosure Form required.

Measles and Rubella immunization required for selectees born after 1957 and seasonal influenza immunization is required for all staff working in Indian Health Service health care facilities.

Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/

Schedule: Monday to Friday; 40 hour work week

You will need to set up direct deposit so we can pay you.

Background Investigation: If you are selected for this vacancy, you must undergo a pre-employment fingerprint check and background investigation. Fingerprint results and background investigation documentation must be cleared prior to hire. After you begin your employment, your continued employment is contingent upon the outcome of a complete background investigation as determined by the sensitivity level of your position. The investigation must find that you are suitable for Federal employment in your position. If you are found not suitable, you will be terminated after you begin work. 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 subject to possible criminal charges. You may be subject to a credit check as a part of the background investigation process.

Qualifications

To qualify for this position, your resume must state sufficient experience and/or education, to perform the duties of the specific position for which you are applying.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; social). You will receive credit for all qualifying experience, including volunteer and part time experience. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

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Time In Grade

Federal employees in the competitive service are also subject to the Time-In-Grade Requirements: Merit Promotion (status) candidates must have completed one year of service at the next lower grade level. Time-In-Grade provisions do not apply under the Excepted Service Examining Plan (ESEP).

You must meet all qualification requirements within 30 days of the closing date of the announcement.

Education

There are no education requirements.

Additional information

This position is eligible for workplace flexibilities which may include remote work or telework options, and/or flexible work scheduling. These flexibilities may be requested in accordance with the HHS Workplace Flexibilities policy.

<https://www.hhs.gov/about/agencies/asa/ohr/hr-library/990-1/index.html>

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Remote - Within the Local Commuting Area. A position designation used when there is some frequency for an onsite presence (e.g., expectation for in-person collaboration or other in-person work activities on an irregular basis, or duties require an irregular, but consistent, e.g., twice per month, presence at the agency worksite). For these positions, employees should have an official worksite/alternative worksite within the local commuting area. The term "official worksite/alternative worksite" will be used throughout this Instruction in referencing a remote worker's worksite, since their official worksite is an alternative worksite as well.

Remote - Outside the Local Commuting Area. A position designation used when there is little to no onsite presence (e.g., expectation is for in-person requirement once or twice annually). For these positions, employees are not required to have an official worksite/alternative worksite within the local commuting area.

Additional selection(s) of candidates may be possible within 240 days from the date the certificate of eligibles was issued for this announcement.

Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. IHS may offer newly-appointed Federal employees credit for their directly related previous non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave.

This position is not covered by a Bargaining Unit.

Recruitment or Relocation Incentives may be authorized and is subject to availability and service unit approval. If offered, you will be required to sign a one (1) year service agreement. Failure to fulfill the service agreement will result in repayment of the incentive.

The Indian Health Service (IHS), National Health Service Corps (NHSC), and the Health Resources and Services Administration (HRSA) have student loan repayment programs for qualifying health disciplines. This is a competitive process separate from the hiring process. Opportunities for LRP are based on agency hiring priorities and availability of funds. For additional information please visit:

For IHS - <http://www.ihs.gov/loanrepayment/>

For NHSC - <https://nhsc.hrsa.gov/loanrepayment/>

For HRSA Nurse Corps - <https://bhw.hrsa.gov/loansscholarships/nursecorps>

This position has promotion potential to the GS-08 grade level. Promotion to the next grade level is at management's discretion and is based on your demonstrated ability to perform the higher level duties, the continuing need for the higher level duties, and "Regulatory/Administrative" approval. Promotion to the next higher grade level is not guaranteed and no promise of promotion is implied.

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Additional selections may be made for similar positions across the Department of Health and Human Services (HHS) within the local commuting area(s) of the location identified in this announcement. By applying, you agree to have your application shared with interested selecting official(s) at HHS. Clearance of CTAP/ICTAP will be applied for similar positions across HHS.

To determine if you are qualified for this position, a review of your resume and supporting documentation will be made and compared against the qualifications as defined in the qualifications section of this vacancy announcement and your responses to the assessment questions.

You will be further evaluated/rated based on the information provided in your resume (your resume must state specific duties that relate to this position) and your responses to the assessment questions to determine your competency in the following.

- Customer Service (Clerical/Technical)

- Interpersonal Skills
- Reasoning
- Technical Competence

You will receive a numeric rating based on your responses to the assessment questionnaires. If after reviewing your resume and responses to the assessment questions, a determination is made that you have overstated your qualifications and or experience, you may lose consideration.

The following links below provide information on how you may be eligible for various hiring authorities. If you are a Veteran, qualified CTAP and ICTAP eligible, or an individual with a disability, please refer to the following links below for additional guidance. CTAP and ICTAP candidates will be eligible for selection priority if it is determined that they have exceeded the minimum qualifications for the position by attaining at least a "well qualified" rating of 85 out of 100. Information about CTAP and ICTAP eligibility is on the Office of Personnel Management's Workforce Restructuring Career Transition website at: <https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>. CTAP/ICTAP documentation requirements are listed in the "Required Documents" section of this announcement.

- Veterans, i.e. (VEOA, VRA, and 30% or more disabled) - <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>
- Career Transition Assistance Program (CTAP) - <https://www.ihs.gov/jobs/support-documents/>
- Interagency Transition Assistance Program (ICTAP) - <https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>
- Schedule A Appointments for the Disabled - <https://www.opm.gov/policy-data-oversight/disability-employment/hiring/>

Click here to view vacancy questions: <https://apply.usastaffing.gov/ViewQuestionnaire/12380284>. All documents above MUST be received by 11:59 pm (Eastern Standard Time) of the closing date of, 04/24/2024, to be considered.

Required Documents

Resume: You are highly encouraged to use USAJOBS Resume Builder to ensure all required information is included in your Resume. If you use your own resume, curriculum vitae, or any other written form you choose then you must describe your job-related qualifications that includes 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, annual salary, and description of job duties. Include name and address of employer; supervisor name and telephone number.

Required as applicable for the purposes of specific eligibility and appointment claim(s), and position requirements:

Indian Preference Applicants: If claiming Indian preference, applicants must provide a completed copy of the Form BIA-4432, "Verification of Indian Preference for Employment in the BIA and IHS Only." 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. For detailed instructions, see form BIA-4432. Refer to BIA-4432 link:

https://www.bia.gov/sites/default/files/dup/assets/public/raca/online_forms/pdf/1076-0160_INDIAN-PREF_Expires-10.31.24_508.pdf

. When an Indian Preference candidate possesses Veterans preference the rules regarding Veterans preference apply under ESEP and the applicant must provide documentation in order to receive preference.

Veterans Preference: If claiming Veteran's Preference provide a copy of your DD214 Form (Member 4 copy). To claim 10-Point Veterans Preference, submit a SF-15 Application (http://www.opm.gov/forms/pdf_fill/SF15.pdf) along with the appropriate supporting documentation. For additional information regarding Veterans Preference visit: <http://www.fedshirevets.gov>

Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP): If you are claiming CTAP/ICTAP, follow the instructions below: http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap_guideline.pdf

Current or former Federal employee: Include your most recent SF-50 or if Reinstatement eligible include your Career SF-50.

Noncompetitive eligibles: Submit additional documents to prove your eligibility to apply to this vacancy.

Transcripts: You are encouraged to submit copies of transcripts (official or unofficial) although not required at the time of application. You must list your courses including titles, credit hours completed, and grades. Official transcripts will be required after tentative selection and prior to issuing an official job offer.

Licensure, Certifications: Applicants should list their license/certifications on their resume, along with the expiration date, if applicable. Certification of licensure/certification will be required after tentative selection and prior to issuing an official job offer.

You must meet the requirements of the job by 11:59 pm (Eastern Standard Time) of the closing date: 04/24/2024

Your resume and any documents submitted will be retained for eight months and may be used at any time during this period. After 8 months, you must reapply to this announcement in order to be considered.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

To apply for this position, you must provide a complete Application Package. See required documents below.

1. Click 'Apply' to create an account or log in to your existing USAJOBS account.
2. Follow the prompts to upload your resume and/or supporting documents.
3. Read all Eligibility questions and respond accordingly. .
4. Complete the assessment questions.
5. Verify all required documentation is included in your application package.

The IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office (Valerie Sue Sue Liufau, Valerie.SueSueLiufau@ihs.gov, and/or 760-572-4126.) The decision on granting reasonable accommodation will be on a case-by-case basis.

For additional questions please see our Frequently Asked Questions (FAQs) found here: <http://www.ihs.gov/jobs/index.cfm?module=search&option=faq>

Agency contact information

 Valerie Sue Sue Liufau

Phone

[760-572-4126](tel:760-572-4126)

Email

Valerie.SueSueLiufau@ihs.gov

Address

Phoenix Area Indian Health Service
40 North Central Avenue
Phoenix, AZ 85004
US

[Learn more about this agency.](#)

Next steps

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful once we have received your on-line occupational questionnaire, resume, and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

If all required documentation is not submitted with your application you will lose consideration. It is the applicant's responsibility to verify that information and documents entered, uploaded, or faxed are received, legible and accurate. HR will not modify answers submitted by an applicant.

HHS has a critical preparedness and response mission: HHS protects the American people from health threats, researches emerging diseases, and mobilizes public health programs with domestic and international partners. In support of this mission, HHS offers its employees the opportunity to volunteer to become Federal Civilian Detailees and contribute their unique skills through voluntary temporary assignments to humanitarian emergencies or Departmental priorities countering new and emerging health, safety, and security threats.

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Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)