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## **HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE**

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### **MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** NV-OKI-04-045R  
**TITLE/SERIES/GRADE:** Health Systems Specialist, GS-0671-07/09  
**SALARY: GS-07:** \$29,821 to \$38,767 per annum  
**GS-09:** &36,478 to \$47,422 per annum

**OPEN DATE:** 09-23-04                      **CLOSING DATE:** Open Until Filled  
(1<sup>st</sup> cut off 09-30-04, and then every 2 weeks thereafter until filled)

**LOCATION:** Naval Hospital, Okinawa Japan  
**RPA NUMBER (HRO use only):** G086255

**NOTE:** All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

**NOTE:** All requirements including but not limited to experience, time-in-grade, and education must be met by the closing date of the announcement.

#### **AREA OF CONSIDERATION: OKINAWA-WIDE**

- Current permanent DoD appropriated fund employees.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation.
- Transfer eligibles: Current permanent, competitive non-Navy/Marine Corps Federal employee.
- Veterans Recruitment Appointment (VRA) eligibles: Veterans who are not disabled and who do not have a campaign badge, AFEM, or AFSM may only be appointed within the first three years after their most recent separation. Referral will be as an external applicant with referral preference, if applicable.
- Veterans' Employment Opportunity Act of 1998 (VEOA) eligibles: Preference eligible veterans and veterans who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service may apply for jobs through a merit promotion announcement or through an open competitive announcement. This is an external appointing authority **that does not allow** for preference in referral.
- NAFI/AAFES Interchange Agreement eligibles: Currently serving in a NAFI/AAFES position without time limitation or have been involuntarily separated from such position without personal cause within the preceding year. In addition to being a current NAFI/AAFES employee in a position without time limitation, a NAFI/AAFES employee must have served continuously for at least one year

in a NAFI/AAFES position without time limitation sometime during their career. May be appointed only to permanent positions based on this authority.

- Spouse and family members of military or civilian personnel of the Federal government residing in the commuting area **with SOFA status**, and other U.S. citizens residing on Okinawa.
- Compensable veterans with service connected disability of 30 percent or more; preference eligible veterans; and veterans who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service.
- Employment Program for People with Disabilities: Have a physical or mental impairment which substantially limits one or more major life activities.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies.
- Military spouses within 30 days of PCSing to Okinawa. Military spouses will not be referred to the selecting official until arriving on Okinawa. Applications must be received by the cutoff or closing date. It is the responsibility of the military spouse to notify CHRO upon arrival on island and to provide all information concerning positions for which they have applied (e.g., announcement numbers).

#### **NOTE:**

- This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized. However, anyone on a transportation agreement with LQA entitlements may be granted continuance.
- Applications will be accepted from U.S. citizens residing on Okinawa who do not have SOFA status. However, referral for selection consideration will only be made if there are no qualified SOFA applicants.
- Position is subject to the provisions of the DoD Priority Placement Program.
- Management has the prerogative to select at any grade level for which this position has been announced.
- This recruitment provides promotion opportunity without further competition. However, promotion is not guaranteed and no promise of promotion is implied. Promotion will depend upon the applicant meeting all eligibility requirements, administrative approval, and continuing need for the position.
- This recruitment provides promotion opportunity without further competition. However, promotion is not guaranteed and no promise of promotion is implied. Promotion will depend upon the applicant meeting all eligibility requirements, administrative approval, and continuing need for the position.
- This announcement may also be used to fill temporary/permanent positions. Applicants should reflect availability for such positions.
- This announcement may serve to provide a supply of qualified applicants for this vacancy or for any other similar vacancy which may occur within 6 months of closing date.
- **Violence Misdemeanor Amendment to the Gun Control Act of 1968:** The Federal government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Posses Firearms or Ammunition, **before a final job offer can be made.**

#### **SUMMARY OF DUTIES:**

Participates with the Department Head, QM/RM in defining policies and procedures, developing facility-wide process indicators and utilization management for healthcare delivery. Monitors all Utilization Review programs and activities to ensure that they are ongoing, effective, efficient, appropriately documented, and integrated at the departmental, directorate, and command levels, as well as coordinated with Quality Management, Performance Improvement and Risk Management in accordance with JCAHO,

DOD and NAVMEDCOM/BUMED requirements. Initiates, develops and directs in-house Utilization Management studies/analysis directed toward various medical activities, such as patient care access, appropriateness of patient care, patient discharge planning, staffing and utilization of staff. Reviews medical records to identify adverse occurrences, reporting, findings and gathers and analyzes data to determine patterns and trends. Formulates realistic, meaningful long and short range goals, takes appropriate action to attain these goals through accurate and clearly defined assignments. Acts as the Team Leader for the JCAHO Continuum of Care (COC) Function and for the Adhoc Medical Review. Oversees the preparation of inpatient medical records and surgical records weekly for administrative medical records review in accordance with JCAHO standards and criteria. Collects, collates, displays and disseminates data from a variety of sources, and reviews and analyzes this data to identify actual or potential problems.

**METHOD OF EVALUATION:** Qualified candidates will be evaluated based on the following knowledge, skills, and abilities:

- 1) Knowledge of medical terminology and familiarization with utilization management practices in both the civilian and military sectors.
- 2) Knowledge of the policies, procedures, rules and regulations pertaining to the provision of healthcare and the administrative processing of beneficiaries to assess optimal utilization of command resources.
- 3) Knowledge of civilian healthcare delivery systems in order to interface with Utilization Management programs of outside healthcare agencies.
- 4) Knowledge of pertinent internal and external requirements for Utilization Management as well as findings/recommendations from reviews of the NHCP UM program to ensure ongoing program effectiveness.
- 5) Knowledge of Clinical Practice Guidelines application and how it relates to disease management practices and performance improvement.
- 6) Ability to effectively communicate with personnel at all levels of the Command.

**TIME IN GRADE RESTRICTION:** Candidates must have completed 52 weeks of service at the GS-07 level for promotion to GS-09 level.

**QUALIFICATION REQUIREMENTS:** Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

GS – 07: One year of specialized experience equivalent to at least GS-05 or one full year of graduate level education or superior academic achievement.

GS - 09: One year equivalent to at least GS-07 or master's or equivalent degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

Specialized Experience: 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.

### **OTHER REQUIREMENTS:**

- 1) If qualified based on education, applicant must provide official transcript.
- 2) Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.
- 3) Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to the overseas area.
- 4) Pay retention will be afforded to applicants recruited outside Okinawa who accepted a downgrade when there is no step in the lower grade that equals or exceeds their current basic rate of pay.
- 5) Male applicants born after December 31, 1959 are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
- 6) To meet qualification requirements when education is required or being substituted for experience when applicable, the following applies: At the time the education was obtained, the entire institution, applicable school within the institution, or the applicable curriculum was appropriately accredited by the U.S. Department of Education. Education completed outside the U.S. must have been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

### **HOW TO APPLY:** Submit the following:

- 1) There is no specific format required. You may submit a resume, OF 612, or SF-171. However, if you submit a resume, it must contain all of the information required on the OF 612. All applications must have an original signature
- 2) Most recent Performance Rating if current federal employee.
- 3) **Separately list each KSA (Knowledge, Skill and Ability) in the order shown in this announcement and give examples of how and where you have demonstrated each.**
- 4) Current SF-50 (or current NAFI/AAFES personnel action) showing type of appointment (applies to all current and former employees of the Federal government). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.
- 5) NAFI/AAFES employees must submit proof that they are a current employee and have completed one year of continuous service; or documentation that they have been involuntarily separated from such appointment without personal cause within the preceding year and have completed one year of continuous service.
- 6) Veteran preference and non-preference veterans must submit member 4 copy of DD Form 214 (military discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and an official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, verifying to the veteran's present disability.
- 7) Supplemental Questionnaire must be attached to application.
- 8) All applicants must attach a copy of sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
- 9) Your current passport with SOFA stamp.
- 10) Race and National Origin Identification, SF-181 (Optional).
- 11) Declaration of Federal Employment, OF-306.
- 12) Self-Identification of Handicap, SF-256 (Optional).
- 13) Application must be received on or before the closing date of the Vacancy Announcement.

- 14) Faxed applications and applications mailed in an official government envelope will not be considered. **Military spouses within 30 days of PCSing to Okinawa may fax or mail their applications.** Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.
- 15) Inquiries concerning status of application may be made within two weeks after closing date.

**WHERE TO APPLY:** Human Resources Office, Bldg. 3597, Okinawa Satellite Office, Kadena Air Base

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187.

**AN EQUAL OPPORTUNITY EMPLOYER**